

**Jamaica School Administrative System**

**JSAS** VERSION **6.0**

# **INSTALLATION & SETUP MANUAL**

**Prepared by  
Juárez and Associates  
NEW HORIZONS FOR PRIMARY SCHOOLS**

**GOJ/USAID**

**Contract No.  
532-C-00-98-12345-00 & 532-C-00-03-00060-00**

**For  
THE MINISTRY OF EDUCATION, YOUTH AND  
CULTURE**

**In collaboration with  
IDEAS Ltd**



**IDEAS**

A joint initiative of the Governments of Jamaica and the United States of America through their monitoring agencies - the Ministry of Education, Youth and Culture and the United States Agency for International Development.

## FOREWORD

A major ingredient of effective school reform is improved school management. In recognizing this, New Horizons for Primary Schools is proud to have put forth the effort required to produce the customized Jamaica School Administrative System (JSAS) software. The JSAS software is capable of storing data, generating reports, and permitting rapid access to information for decision-making at the individual student, classroom and school/community levels. As a joint initiative of the United States Agency for International Development and the Government of Jamaica, the Ministry of Education, Youth and Culture is pleased to make this school management information tool available to not only the seventy-two (72) project schools, but to hundreds of other schools as well.

As part of the cascading of the JSAS, receiving institutions will be required to participate in relevant training as well as meet other criteria established by the Ministry. To enhance the training and assure effective utilization of the software thereafter, New Horizons in collaboration with the sub-contractor, IDEAS, Limited and the local Education Management Information Systems (EMIS) Technician/Trainers contracted by Juarez and Associates, Inc., prepared this user-friendly JSAS Version 6.0 Installation and Setup Manual. This manual contains basic instructions and accompanying illustrations on how to use the software. It is designed to assist users who have a range of computing skills, from minimal to more advanced levels. By following the instructions in this manual, the individual will be able to install and setup the JSAS software for use within a particular school. Given the nature of the software and the fact that it can capture extensive evaluative data, the software can also be used for diagnostic purposes. In addition, the JSAS software is distributed free of charge in that a perpetual usage license is granted to any school or educational institution in Jamaica that wishes to use it.

A number of acknowledgements need to be made. First, it is appropriate that we keep our project's "bottom-up" approach in mind, and recognize the NHP principals and others that tried and tested the many versions of the JSAS since it was first introduced in 1999. Second, the main link between the field-testing and "drawing board" for the JSAS development was the team of EMIS T/Ts who were led by the coordinator, Nika Duncan. Among others who merit acknowledgement is the principal consultant, Bruce Newman, who conceptualised, designed and developed the JSAS in a highly capable and collaborative manner while serving as a mentor for each of the NHP EMIS team members. Finally, the steadfast understanding, financial and other support provided by USAID/Jamaica made this quality product a reality.

It is the genuine desire of New Horizons for Primary Schools that the nation's schools will utilize the JSAS software fully and effectively for the improvement of school management; hence, contributing further to quality teaching and enhanced learning among the children we serve.

*Dr. Ernest O'Neil-Chief of Party – 1998-2004  
New Horizons for Primary Schools*

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# Preface



## BEFORE WE BEGIN: A FEW THINGS TO NOTE

The Jamaica School Administrative Software (**JSAS**) was designed to assist school administrators in the collection and manipulation of data on students, teachers and the school plant.

The **JSAS** software can run on one computer or in a networking environment. It only requires a minimum of 60 MB of free hard drive space. The computer running this software will not need Microsoft Access® as a Microsoft Access 2000 Runtime® license is included in the software distribution.

The software was written with the novice user in mind: including user-friendly screens and clear instructions both on screen and in pop-up boxes.

This guide gives detailed, step-by-step instructions to help install and setup the software for day-to-day use. It is highly recommended that the documentation be read carefully **BEFORE** beginning.

## CONTENTS

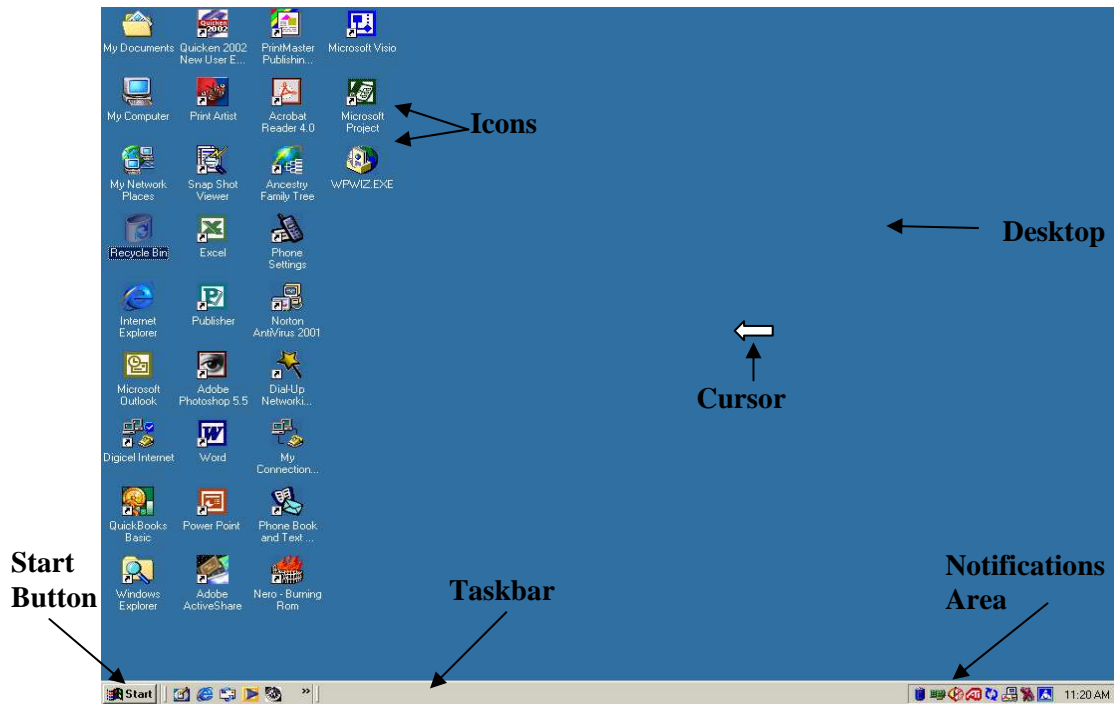
### Basic Computer Concepts

- The Windows Desktop
- Opening a Programme Using Icons or The Start Menu Button
- Closing a Programme

## Basic Computer Concepts

This serves as a fast and easy way to learn some necessary information about the Microsoft Windows® Operating System.

### THE WINDOWS DESKTOP



**Figure 0.1**

### Icons

The small pictures on the desktop are called icons; see Figure 0.1. Icons are a way to start a programme or open a folder. The icon can also be a shortcut, which is a link to something located elsewhere on the computer. A folder holds files or other folders. Placing the mouse pointer over an icon reveals text, which identifies the name or contents. Double-click the left mouse button on the icon to open the file or programme.

### Taskbar

When a file or programme is opened, a window frame appears in the desktop area and a button appears on the taskbar, see Figure 0.1. The taskbar is the entire bottom strip of the desktop. When a programme or file is closed, the button disappears from the taskbar.

### Start Menu Button

Pointing the cursor over the *Start Menu*, see Figure 0.1, and left clicking the mouse button makes the *Start Menu* appear in the desktop area. The *Start Menu* contains everything needed to run the computer; such as starting programmes, opening files, controlling the computer system, opening help documentation, or searching the computer. The computer is shutdown or restarted by using the *Start Menu* button and selecting *Shut Down* or *Turn off Computer*.

An arrow appearing to the right of a menu choice is an indicator that a secondary menu is available. Move the cursor over the menu choice and the secondary menu appears.

### **Notification Area**

The notification area contains the clock and other icons showing current activities, see Figure 0.1.

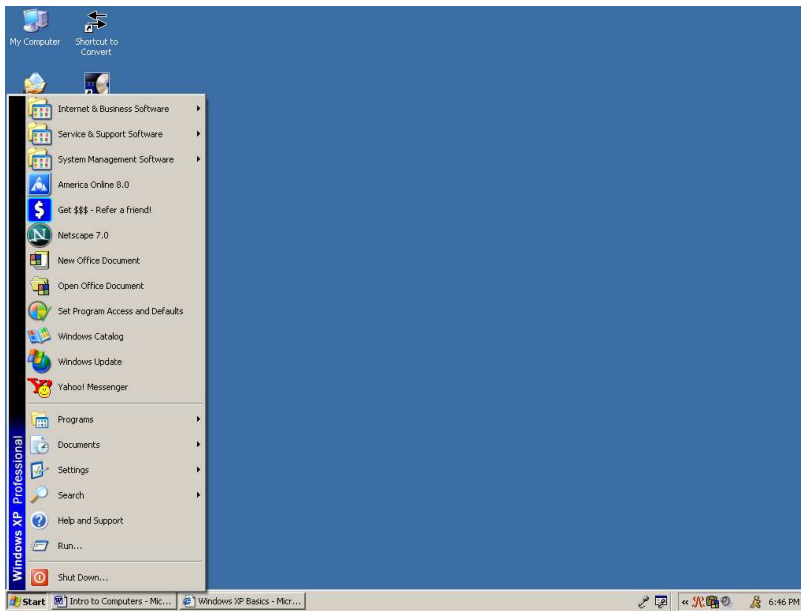
## **Starting a Programme**

A programme is also called an application and can be opened two ways:

1. Double-clicking the left mouse button on an icon located on the desktop.
2. Pointing the cursor over the *Start Menu* button on the taskbar and left-clicking the mouse button. Once the *Start Menu* appears, move the cursor over Programmes and a secondary menu will appear. Search for the programme desired and click on the name of the programme.

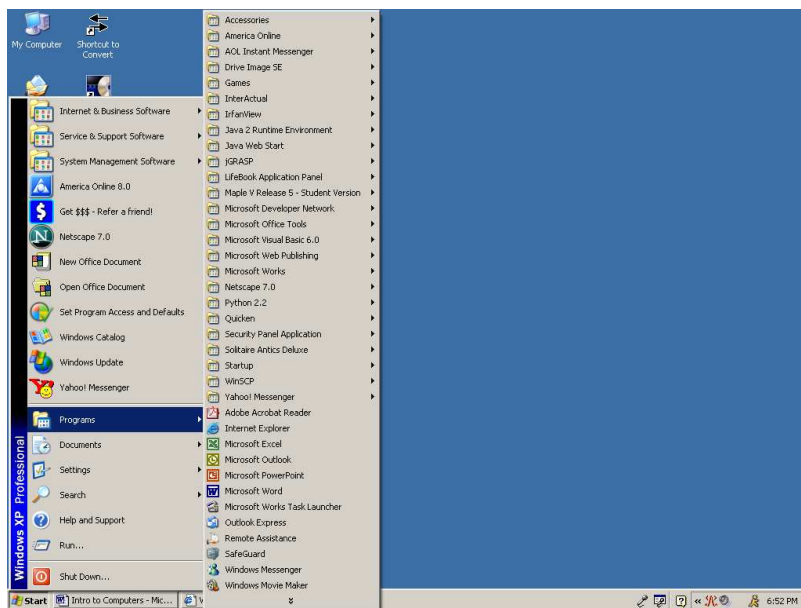
### **Example of opening a programme:**

1. Point the cursor over the *Start Menu* button and left-click the mouse button. A menu will appear as shown in Figure 0.2.



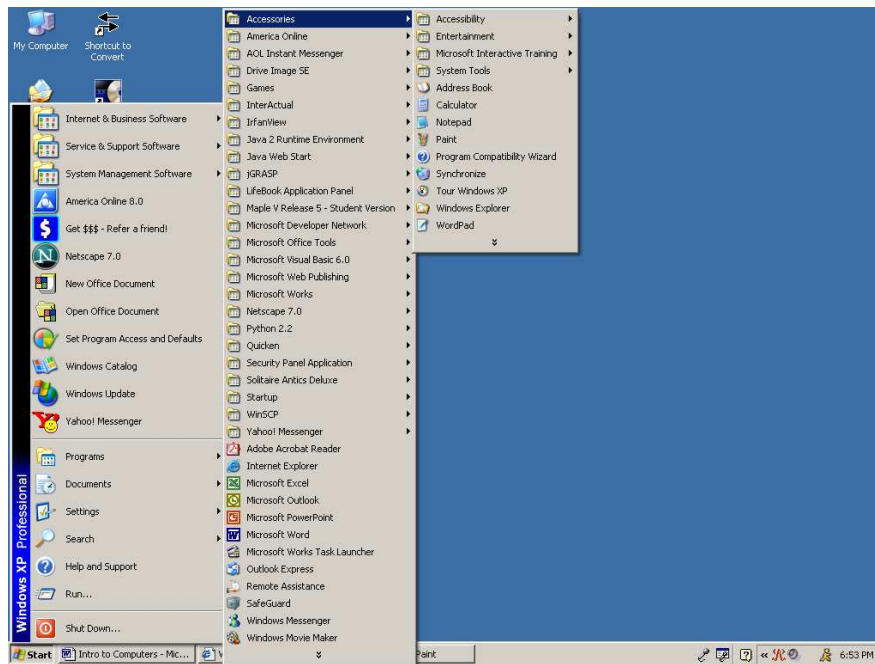
**Figure 0.2**

2. Point the cursor over *Programmes* and a second menu will appear as shown in Figure 0.3.



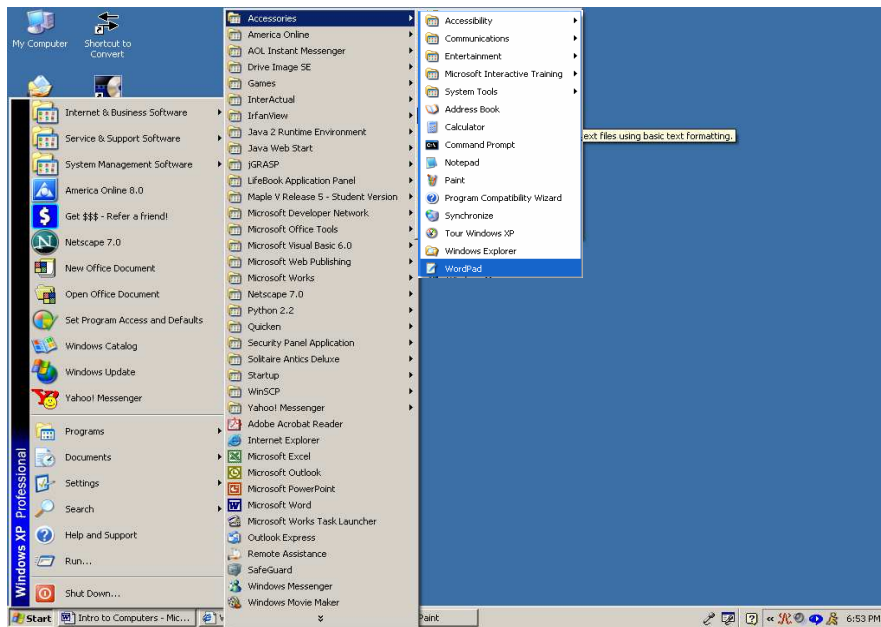
**Figure 0.3**

3. Move the cursor over to the second menu and point to *Accessories* as shown in Figure 0.4. A third menu will appear.



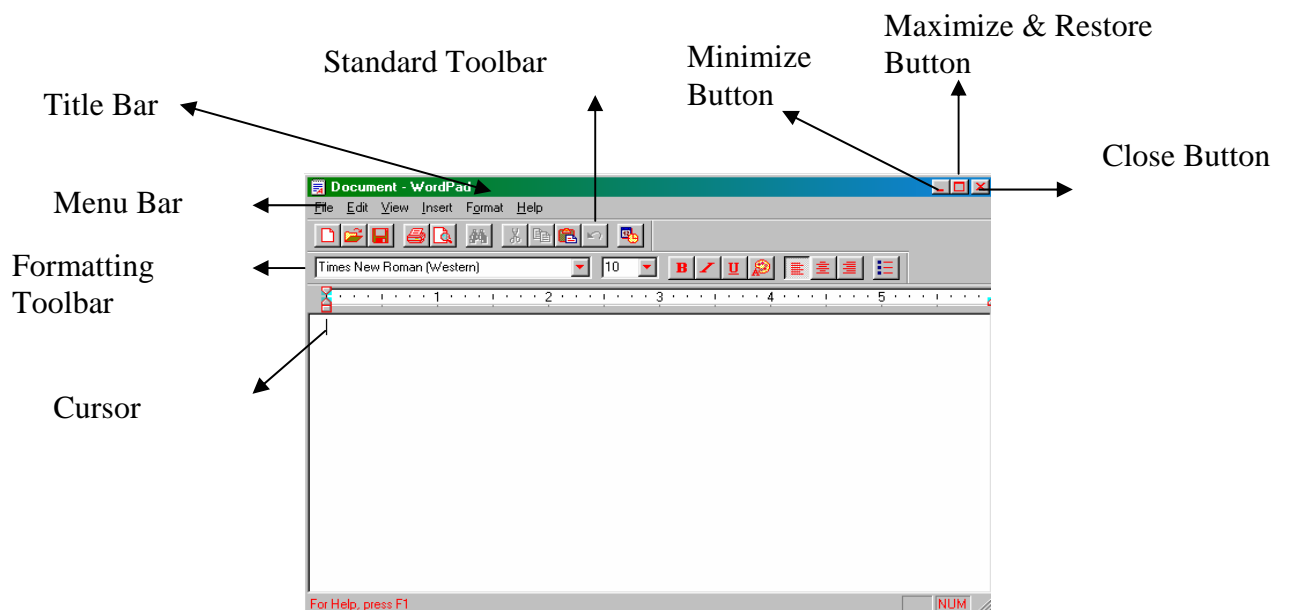
**Figure 0.4**

4. Move the cursor over the third menu and click the left mouse button on *WordPad* Figure 0.5. This will start the programme.



**Figure 0.5**

## WordPad Window



**Figure 0.6**

### **Minimize Button**

The *Minimize* button (see Figure 0.6) disables a window and displays it as a button on the taskbar. To enable the window, click on the button on the taskbar and the window will redisplay on the screen.

### **Maximize and Restore Button**

The *Maximize* button (see Figure 0.6) sets the window to a full-screen size. To maximize the window, click on the maximize button. Once the window is at its largest, the maximize button changes to the restore button, which allows the window to restore to its previous (smaller) size

### **Close Button**

Clicking on the *Close* button quickly closes a window (see Figure 0.6).

### **Menu Bar**

The Menu Bar shows menu title choices to access the options contained in the menu (see Figure 0.1). Each application might have different menu titles but all are accessed in the same way.

### **Title Bar**

The *Title Bar* shows the name of the window and the name of the file. The window moves by placing the mouse pointer in the *Title Bar*, clicking and holding down the left-mouse button and dragging the window to the desired position.

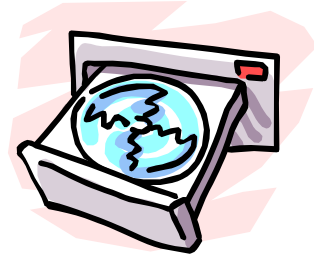
### **Standard and Formatting Toolbar**

*Toolbars* consist of icons that operate as shortcuts to options accessible through the *Menu Bar*.

### **Closing a Programme**

1. Click on the *File* on the *Menu Bar*, and then click on *Exit*.
2. Click on the *Close* button at the top right corner of the window, labelled in Figure 0.6 to *Exit* the programme.

# chapter 1



## INSTALLATION AND SETUP

This chapter provides instructions on how to install and setup the Jamaica School Administrative System software. It covers both first-time installations and upgraded versions.

**First-time Installations - No prior version of the Jamaica School Administrative System (JSAS) software has been installed.**

### CONTENTS

#### **Installation and Setup – First-Time Installation**

- Starting the Installation Wizard
- Installing the Access Runtime
- Completing the JSAS Setup
- Changing the Programme Icon
- Adding the JSAS Icon to the Desktop

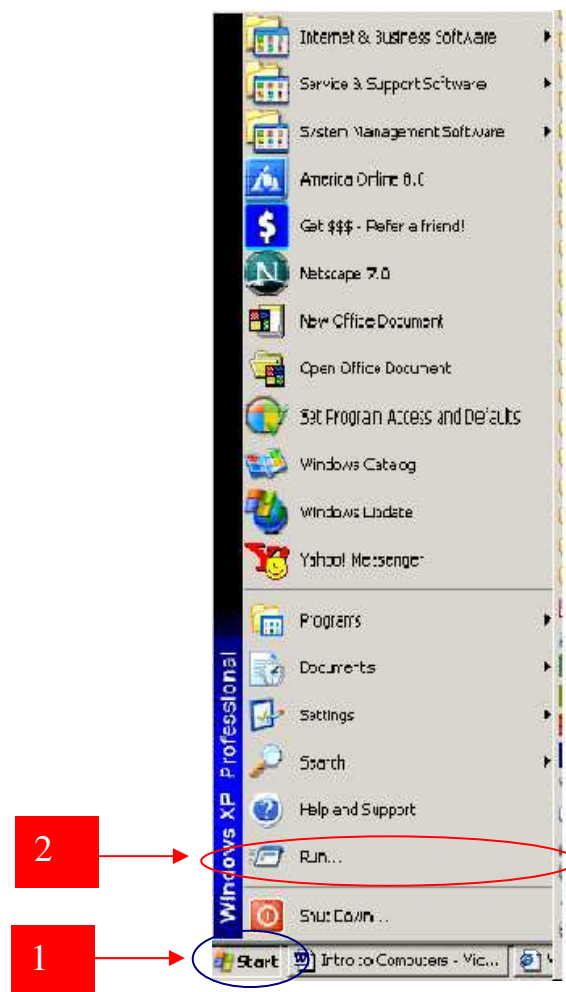
## Installation and Setup – First-Time Installation

Installation must be within a Window's Operating System environment.

### Starting the Installation Wizard

While in a Window's environment, insert the *JSAS-Version 6.0* compact disc (CD) into the CD drive in computer. After a few seconds the programme should automatically begin the installation process by copying some files to the hard drive (Figure 1.6). If this does not happen then use the following steps.

1. Click on the *Start* button. (Figure 1.1)
2. Click on *Run*. (Figure 1.1)



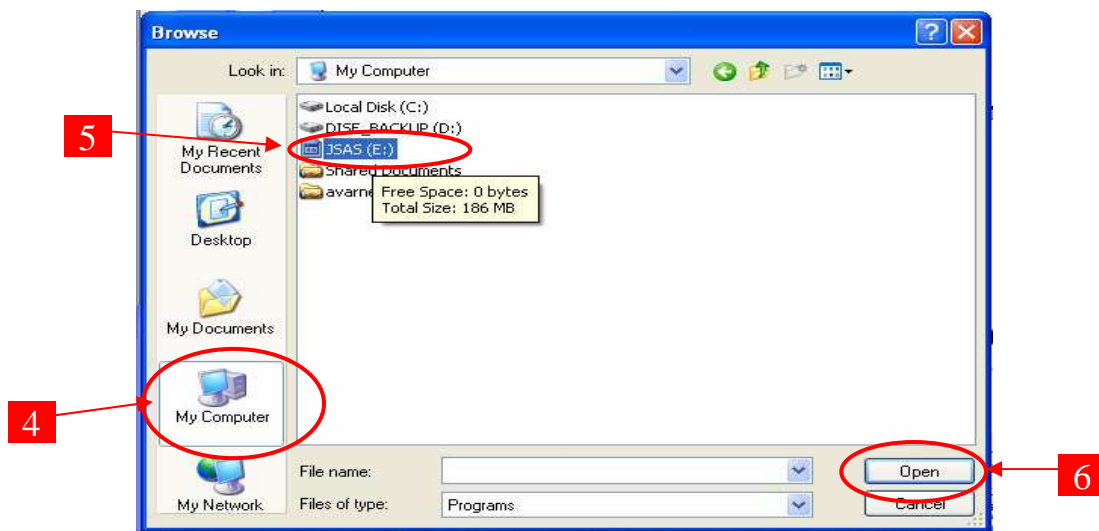
**Figure 1.1**

3. Click the *Browse* on the *Run* window. (Figure 1.2)



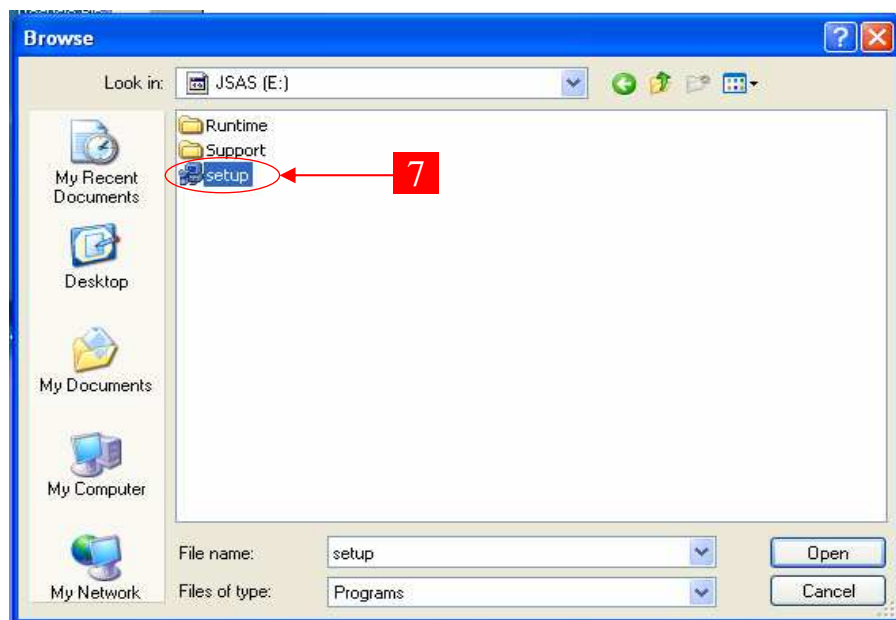
**Figure 1.2**

4. From the *Browse* window, click on *My Computer*. (Figure 1.3)
5. Select the drive where *JSAS* appears. (Figure 1.3)
6. Click on *Open*. (Figure 1.3)



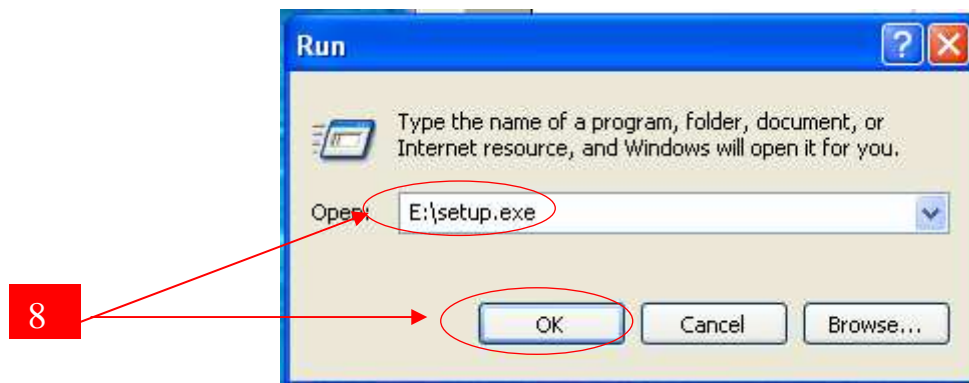
**Figure 1.3**

7. Click on *setup.exe* file and click *Open*. (Figure 1.4)



**Figure 1.4**

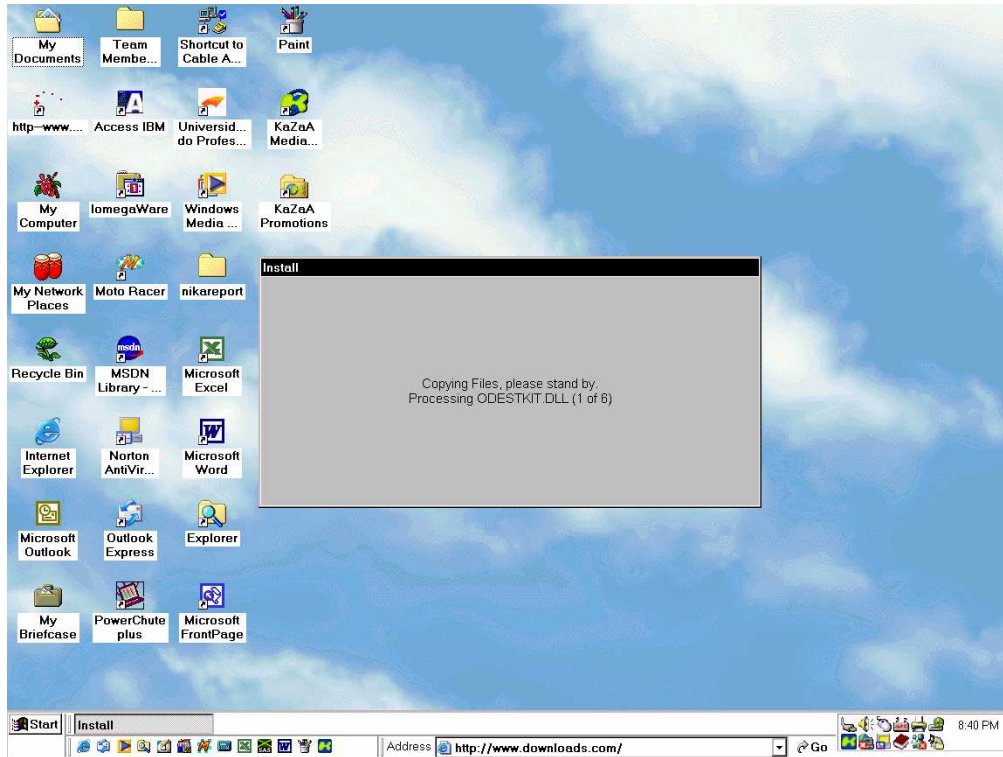
8. The *Run* screen will re-appear with *setup.exe* file filled in along with the drive path. Click *OK* to start the installation. (Figure 1.5)



**Figure 1.5**

### **Loading Jamaica School Administrative System (JSAS) onto the Computer**

The Installation process now begins. If Microsoft Access is not installed on the computer, a Runtime version will be installed (see *Installing the Access Runtime on page 16*); otherwise the *Jamaica School Administrative System Setup* screen will begin. (Figure 1.6)

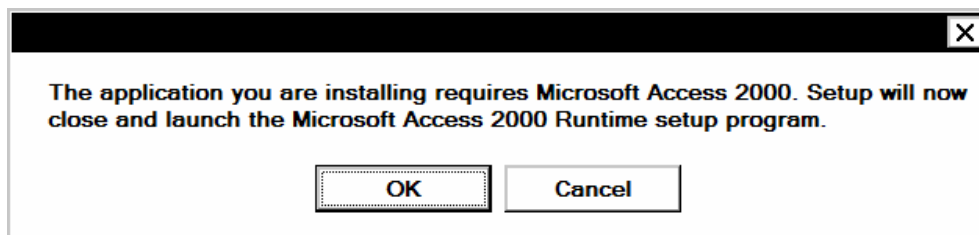


**Figure 1.6**

## Installing the Access Runtime

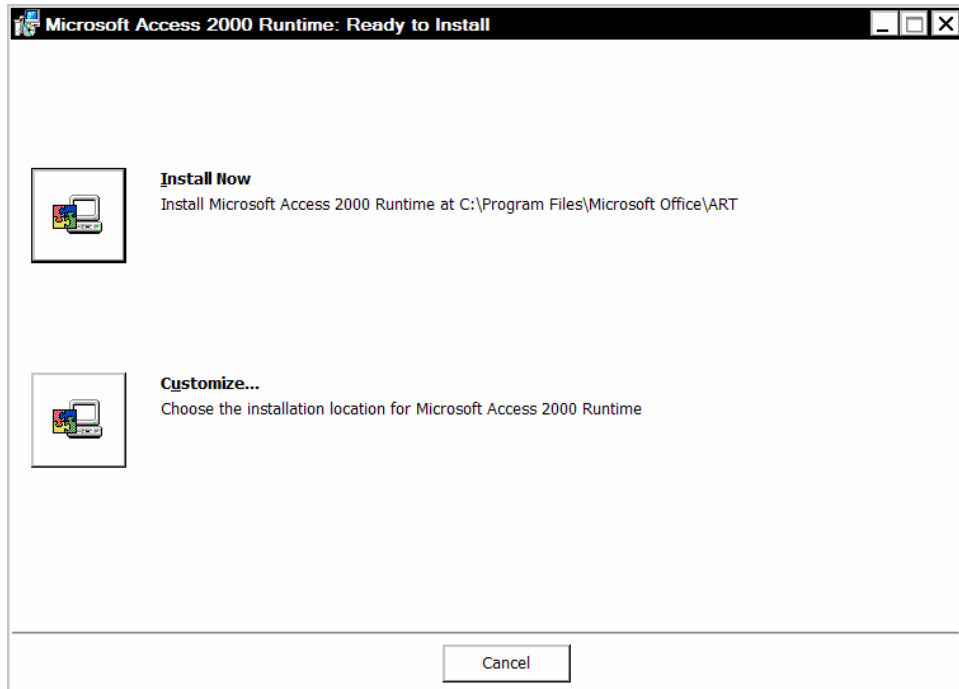
The dialog box shown in Figure 1.7 appears if Microsoft Access is not already installed on the computer.

1. Click the *OK* button to begin the Access Runtime installation.



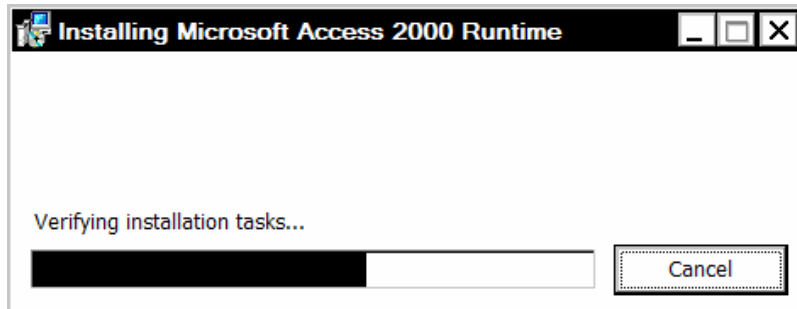
**Figure 1.7**

2. Click the *Install Now* button on the *Microsoft Access 2000 Runtime Ready to Install* screen (Figure 1.8).



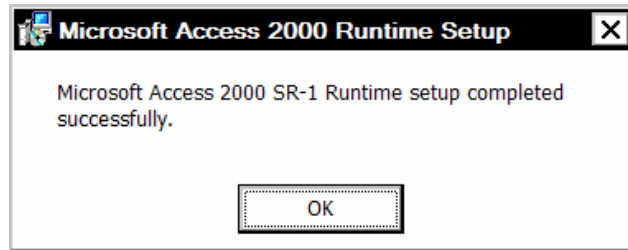
**Figure 1.8**

3. A dialog box shown in Figure 1.9 indicates the installation is progressing.



**Figure 1.9**

4. When the installation is complete, the dialog box shown in Figure 1.10 displays, confirming a successful installation.



**Figure 1.10**

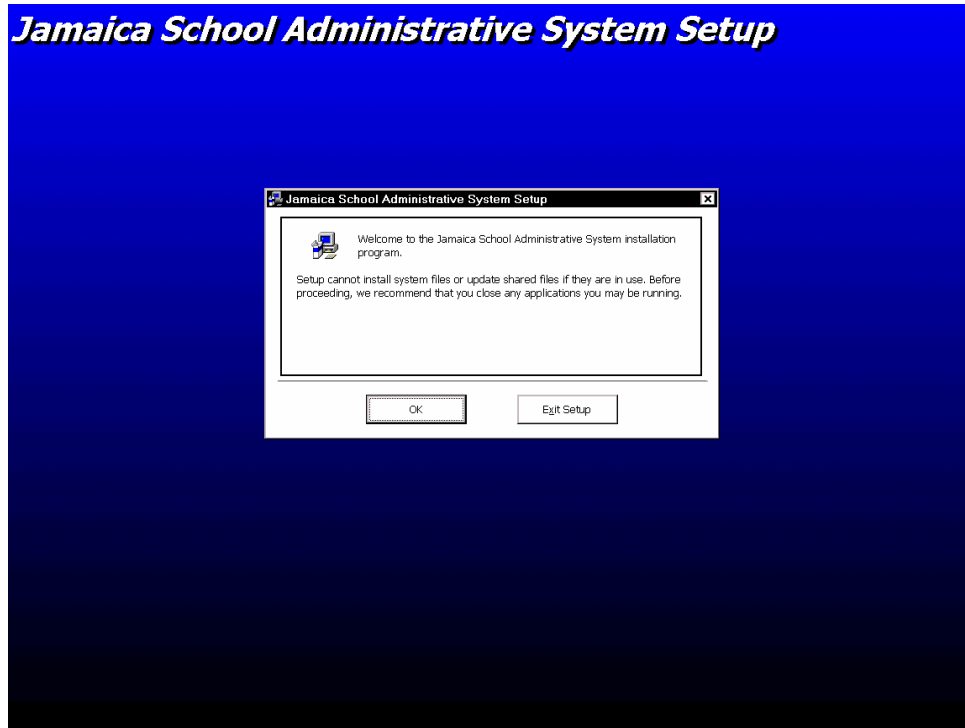
5. Click the *OK* button to close the dialog box. At this point, depending on the version of Microsoft Windows installed, the computer will either prompt for a restart or will restart automatically. The restart is necessary to complete the installation exercise. After the Access Runtime setup is complete, the *Jamaica School Administrative System Setup* screen will continue.

### **Completing the JSAS Setup**

**JSAS** setup continues to display dialog boxes informing the user of the installation progress.

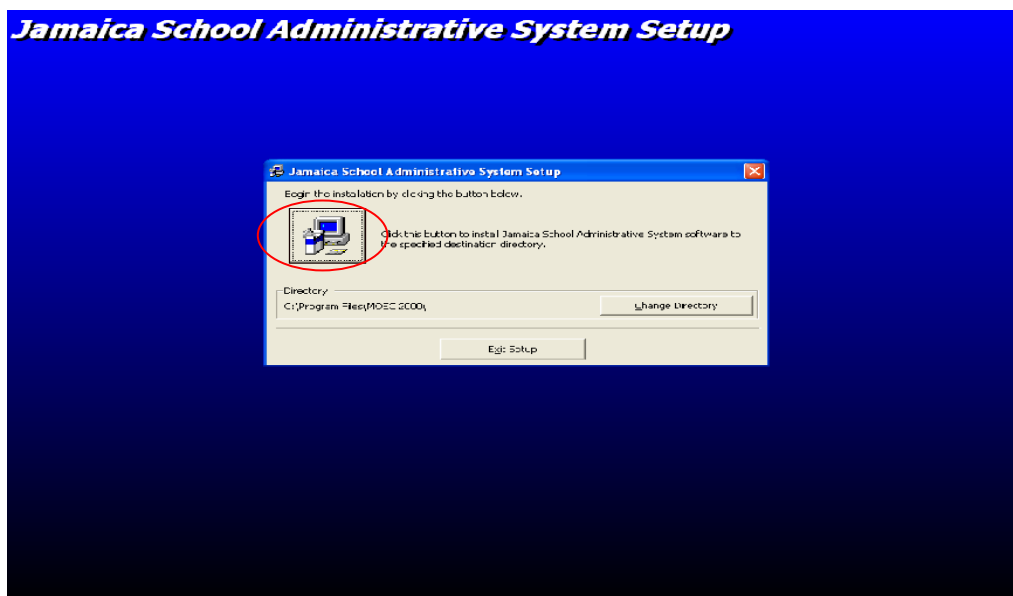
1. The **JSAS** setup screen starts with a welcome and warning dialog box. Please ensure that there are no other applications running before clicking the *OK* button to continue the **JSAS** installation.

The screen shown in Figure 1.11 will appear and an installation dialog box displays.



**Figure 1.11**

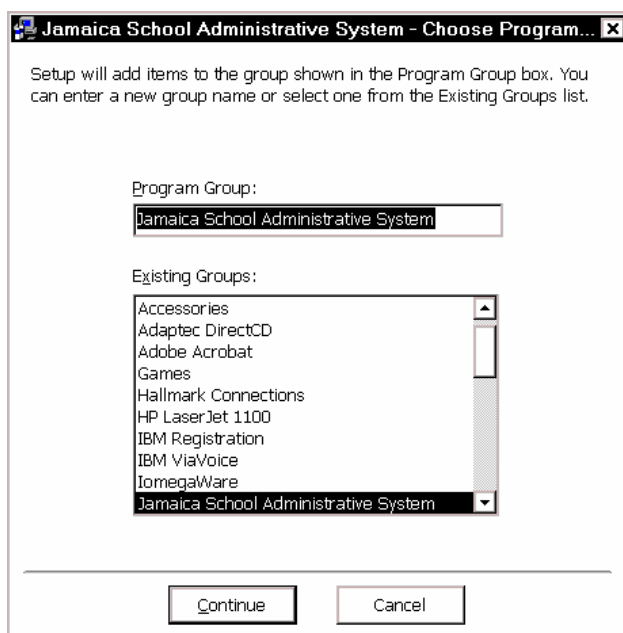
2. Click on the Computer Icon as circled in red in Figure 1.12 to install **JSAS** to the C:\Program Files\MOEC 2000\ (default) directory.



**Figure 1.12**

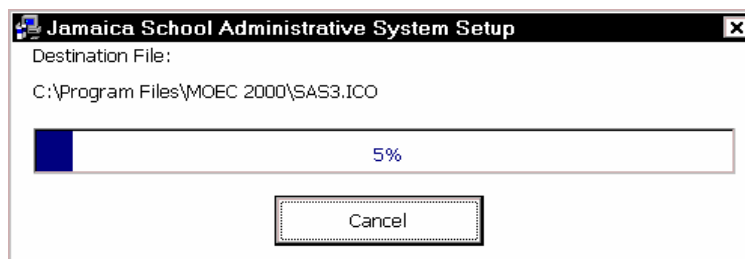
3. The *Jamaica School Administrative System – Choose Program Group* dialog box has a default setting that should not be changed. The default Programme Group is

*Jamaica School Administrative System*. Click *Continue* without changing any of the settings.



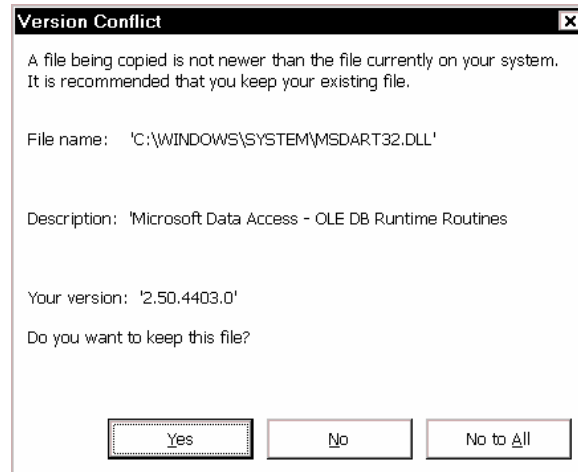
**Figure 1.13**

4. The programme files are copied to the hard drive of the computer (Figure 1.14).



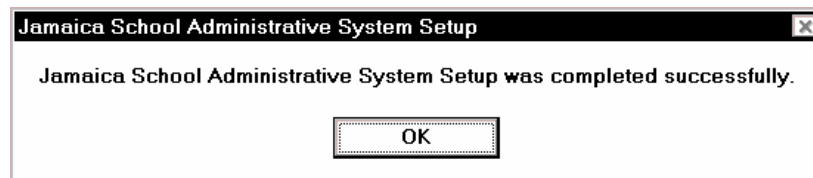
**Figure 1.14**

5. If a Version Conflict dialog box appears (Figure 1.15) it means that an older version of the files already exists on the computer. Click the *Yes* button to continue copying the newer version of files. This may have to be repeated for a number of files.



**Figure 1.15**

6. After all the files are copied, a dialog box displays to confirm a successful installation (Figure 1.16). Click the *OK* button. The **JSAS** programme is now fully installed.

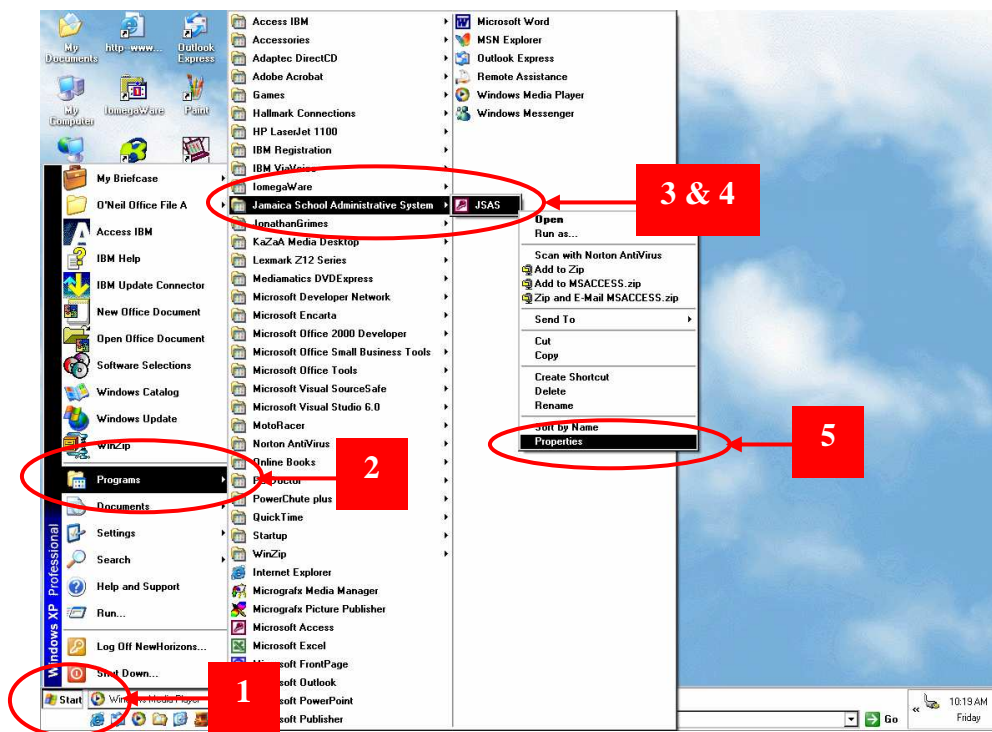


**Figure 1.16**

### **Changing the Programme Icon**

The following steps show how to change the icon for the **JSAS** programme (Figure 1.17).

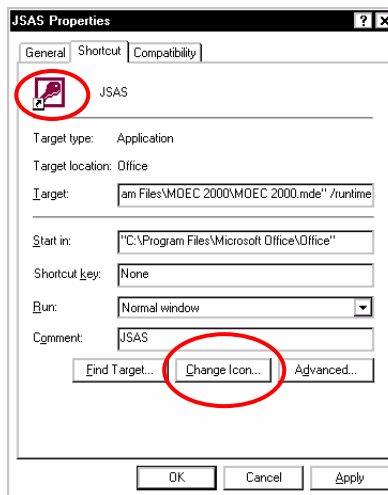
1. Left-click on *Start*.
2. Left-click on *Programmes*.
3. Drag the cursor over the programme list and point to *Jamaica School Administrative System*.
4. Move the mouse over the *JSAS* icon.
5. Right-click on the *JSAS* programme icon.
6. Left-click *Properties* from the *Menu*.



**Figure 1.17**

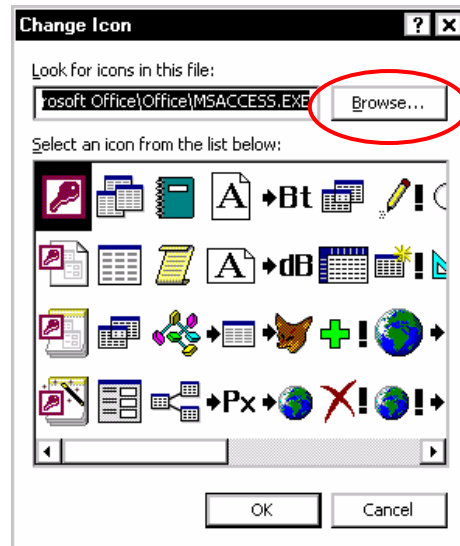
Note the icon shown on the top-left corner of the properties dialog box is going to change.

7. Click the *Change Icon* button on the *JSAS Properties* window Figure 1.18.



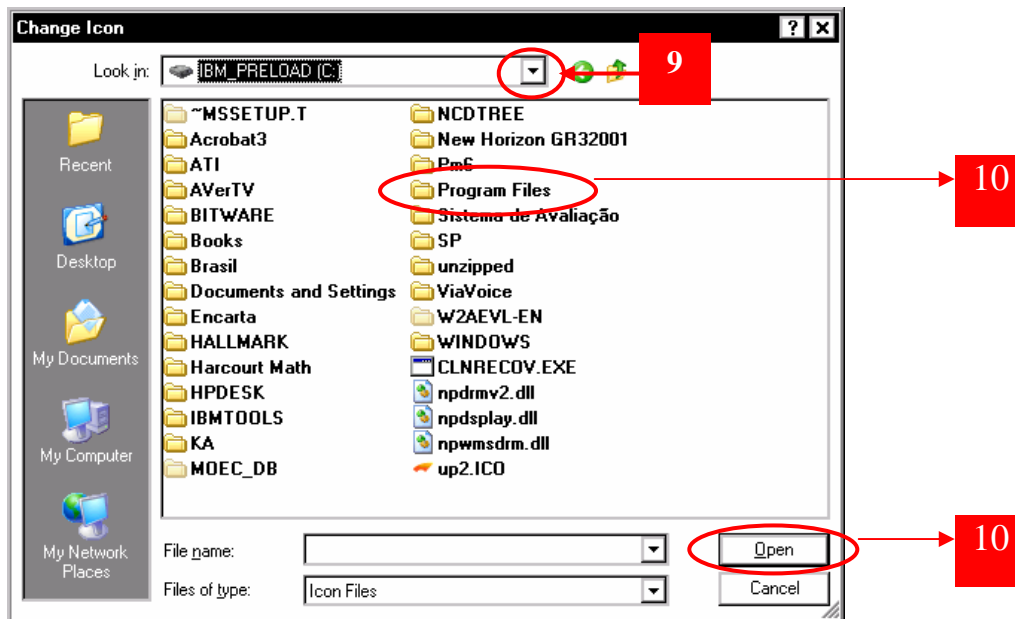
**Figure 1.18**

8. Click the *Browse* button to search for the new icon. (Figure 1.19)



**Figure 1.19**

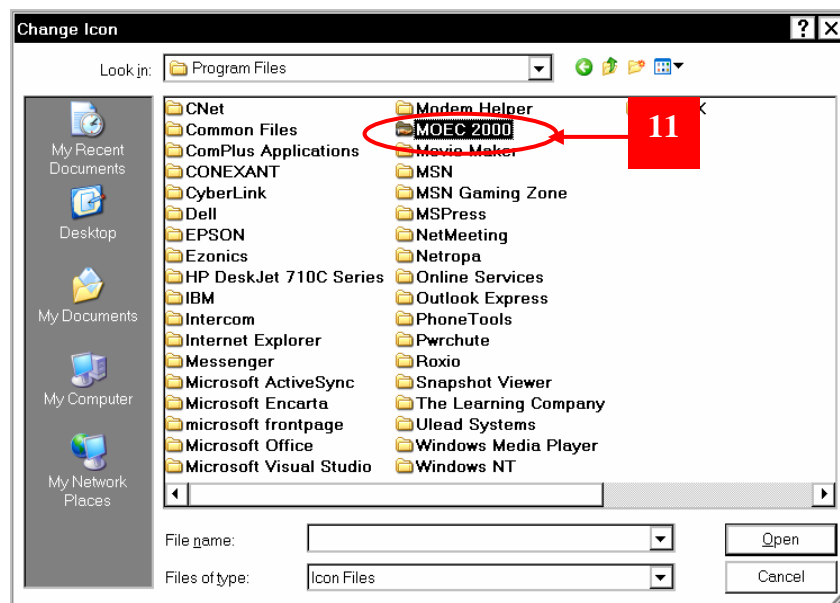
9. Click on the *Look in* down arrow list box and select drive C: (Figure 1.20).
10. Click on the *Programmes Files* folder icon and then the *Open* button. (Figure 1.20)



**Figure 1.20**

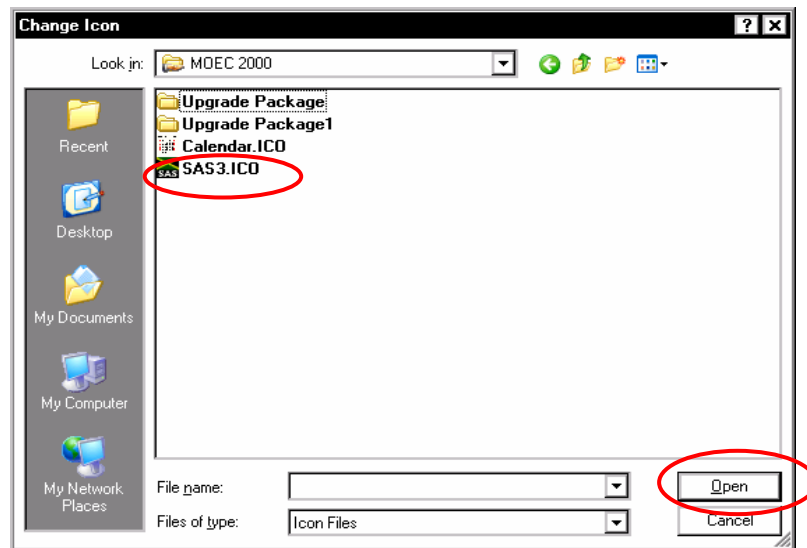
**NB.** To find this icon you need to look in the *C:\Program Files\MOEC 2000\* directory where the JSAS software was installed

11. Click on the *MOEC 2000* folder and then the *Open* button (Figure 1.21).



**Figure 1.21**

12. Click on the SAS3.ICO icon and click *Open* as shown in Figure 1.22.



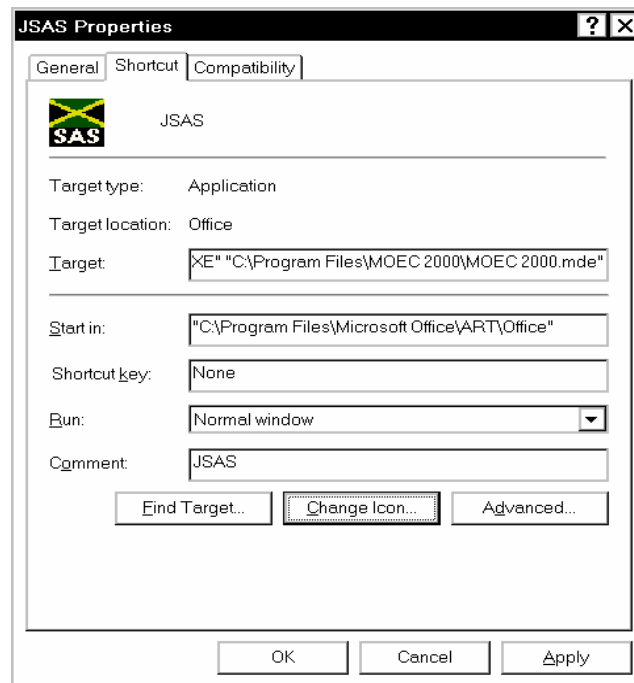
**Figure 1.22**

13. In the *Change Icon* window, click the *OK* button to accept the selected icon (Figure 1.23).



**Figure 1.23**

14. Click the *OK* button on the *JSAS Properties* window to apply the changes (Figure 1.24).



**Figure 1.24**

## Adding the JSAS Icon to the Desktop

1. Left-click on *Start* (Figure 1.25).
2. Left-click on *Programmes* (Figure 1.25).
3. Drag the cursor over the programmes list and point to the *Jamaica School Administrative System* (Figure 1.25).
4. Right-click on the *JSAS* programme icon (Figure 1.25).
5. Select *Send To* from the *Menu* (Figure 1.25).
6. Click *Desktop (create shortcut)*. The icon is copied to the desktop (Figure 1.25).

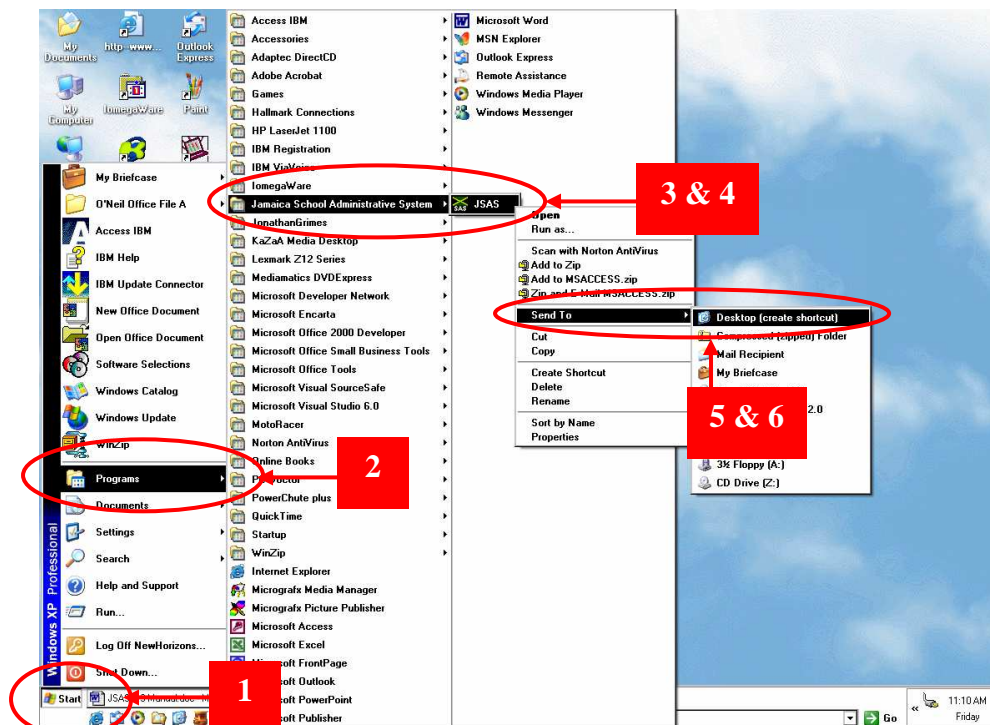


Figure 1.25

# chapter 2



## CUSTOMIZING JSAS

The **JSAS** software must be customized for a specific school. This chapter explains how to select the school name from the school list or add a new school name. It also explains two modes of operation of the software.

### CONTENTS


#### Customizing JSAS

- Running JSAS for the first time
- License Agreement
- Adding the School Name
- Administrator Mode
- Teacher Mode and Password Features
- About JSAS

## Customizing JSAS

The **JSAS** database must be customized for a specific school. School specific data is entered into the database (i.e. school type, shifts, terms, teachers, students).

### Running JSAS for the First Time

The **JSAS** programme can either be started by double-clicking the **JSAS**  icon on the *Desktop* or going into the *Start Menu*, clicking on the programme list, dragging the cursor over Jamaica School Administrative System and left-clicking on **JSAS**. The programme opens to **Ministry of Education Youth and Culture Jamaica School Administrative System, Main Menu**.

### License Agreement

The first time **JSAS** is opened after installation, a form displays asking the school to approve a license agreement. The agreement states who funded the software, who developed it and its copyright information.

1. Click on *Accept*.



**Jamaica School Administrative System Version 6.0 2Feb05**

Developed by Interamerican Development Advisory Services, Ltd. (IDEAS, Ltd.) for the New Horizons for Primary Schools Project of the Jamaica Ministry of Education and Culture under sub-contract to Juárez and Associates, Inc. and the United States Agency for International Development (USAID), Contract No. 532-C-00-98-12345-00.

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c. ☐ to distribute copies of the Original Work and Derivative Works to the public, with the

Do you accept the terms and conditions of the Open Software License 2.1? (You must accept to continue using



Access version: 9.0  
Access folder: C:\Program Files\Microsoft Office\Office\  
Front-end: C:\Program Files\MOEC 2000\JSAS60.mde (JSAS 6.0)  
Back-end: C:\Program Files\MOEC 2000\JSAS60\_be.mdb

**Figure 2.1**

2. The form changes showing the date and time the license was accepted. Click the *Return to JSAS* button.

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**Credits:**  
Mr. Bruce Newman, IDEAS, Ltd. Team Leader  
Dr. Ernest O'Neil and Mrs. Jean Beaumont, New Horizons Project Directors  
Ms. Nika Duncan, JSAS Implementation Team Leader

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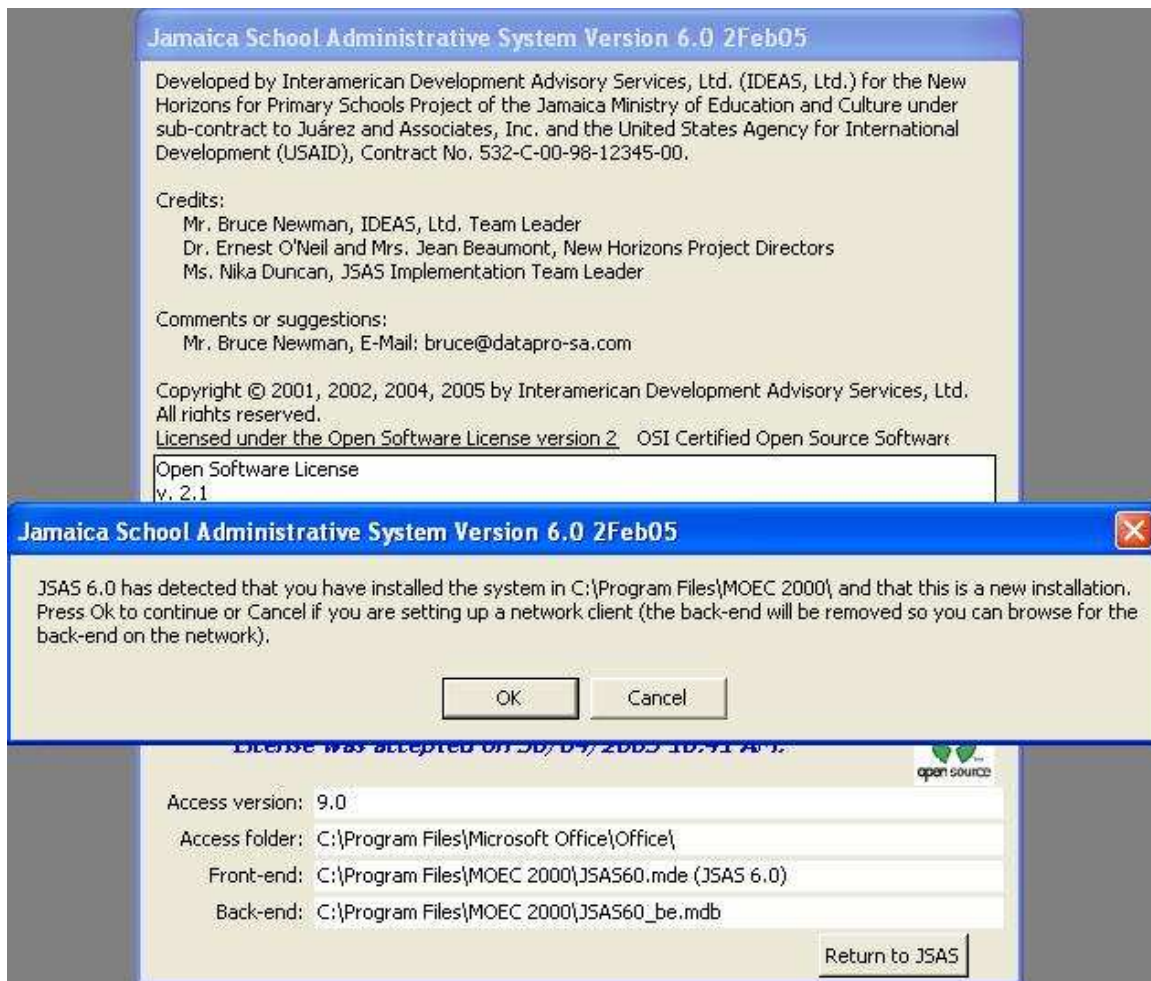
**License was accepted on 29/04/2005 04:13 PM.**

Access version: 9.0  
Access folder: C:\Program Files\Microsoft Office\Office\  
Front-end: C:\Program Files\MOEC 2000\JSAS60.mde (JSAS 6.0)  
Back-end: C:\Program Files\MOEC 2000\JSAS60\_be.mdb

**Return to JSAS**

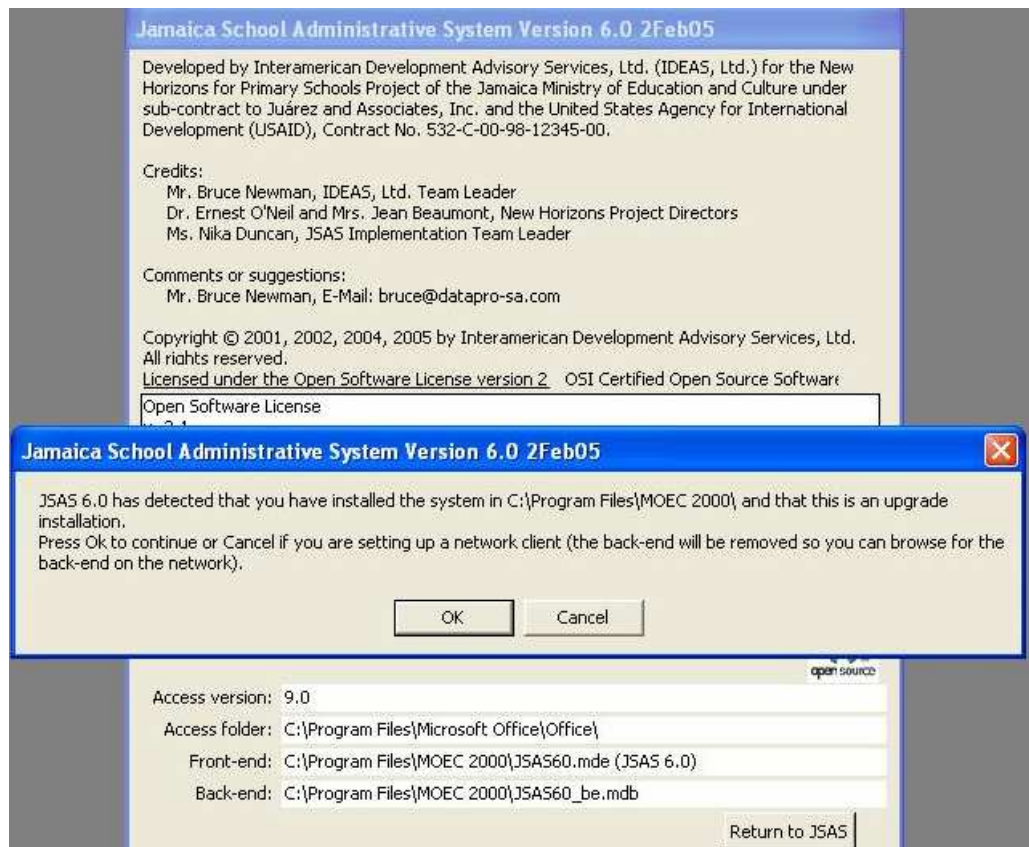
**Figure 2.2**

3. If this is a first-time installation or if the computer is a client computer on a network, a dialog box appears.
  - a. If it is a first-time installation, click *OK* and the programme will complete the installation. (Figure 2.3)
  - b. If it is a client computer, see section 4.c on page 32.



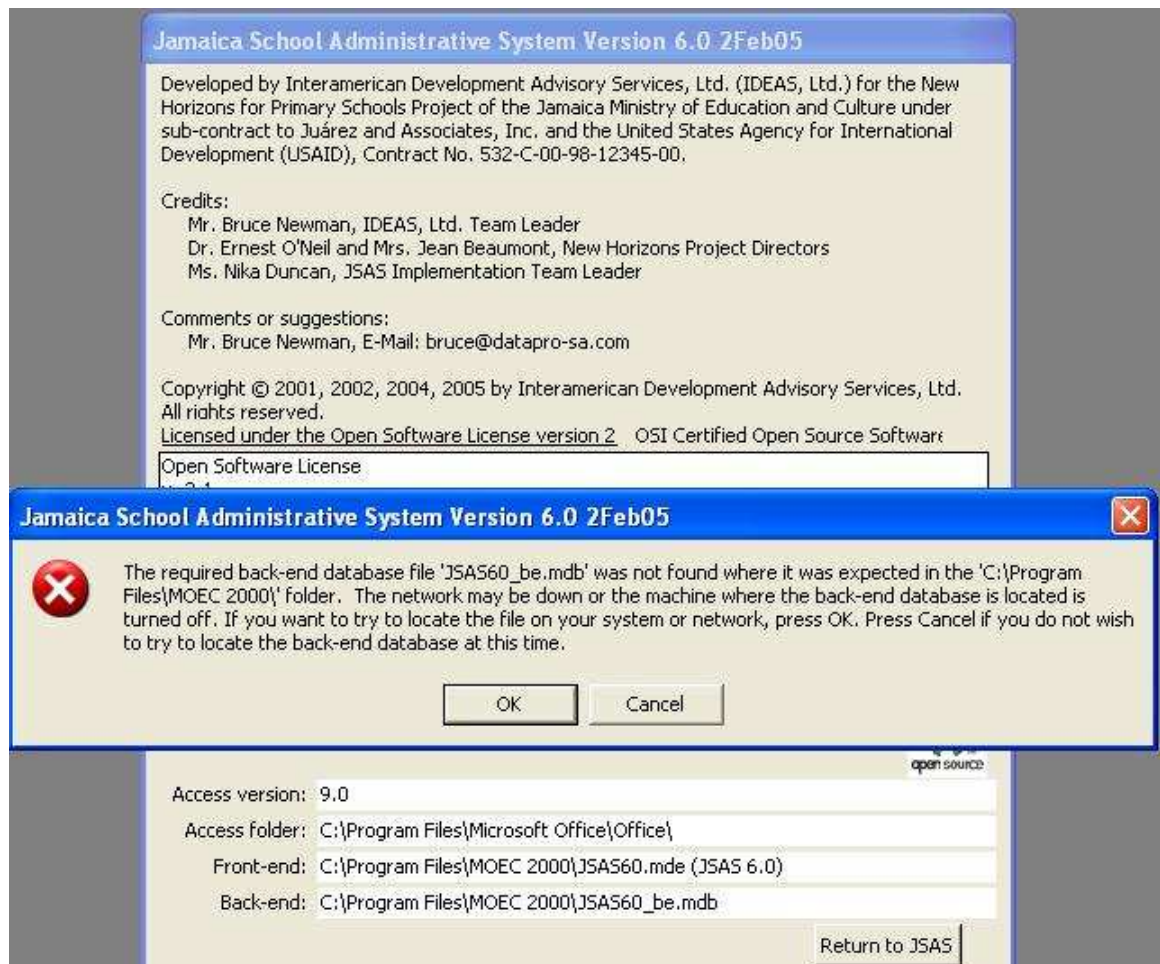
**Figure 2.3**

4. If a previous version of **JSAS** exists or if the computer is a client on a network, the programme requires decisions to be made as follows:
  - a. If the computer is the back-end server, which contains the database for networked computers, a dialog box will display stating the old files are to be converted as shown in Figure 2.4. The files must be converted. Click *OK*
  - b. The conversion process takes several minutes.



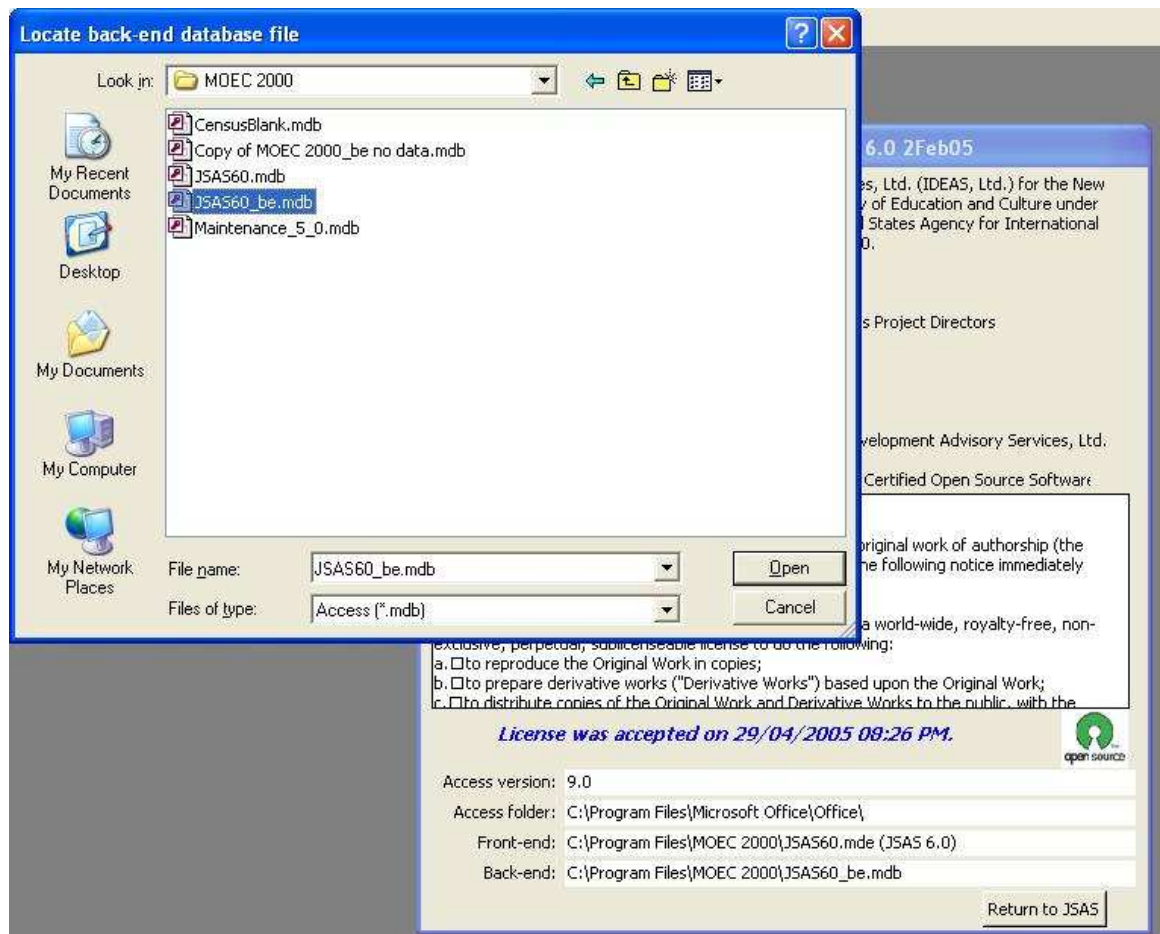
**Figure 2.4**

- c. If this computer is a client on a network, click *Cancel*. This will remove the back-end database so **JSAS** can look for the back-end server on the network. This must be very well thought out. The back-end server is the only computer that contains the database. All clients on the network use the back-end computer.
- d. The programme will look on the network for a back-end database. The back-end database is located on the back-end server. **The back-end server must be upgraded first before the clients.**



**Figure 2.5**

- e. A dialog box will appear, asking for the directory path to the back-end server as shown in Figure 2.6. Click on *My Network Places*, locate the computer's *MOEC 2000* directory and click the file *JSAS60\_be.mdb*. The programme will complete the linking process and open the **JSAS Main Menu**.



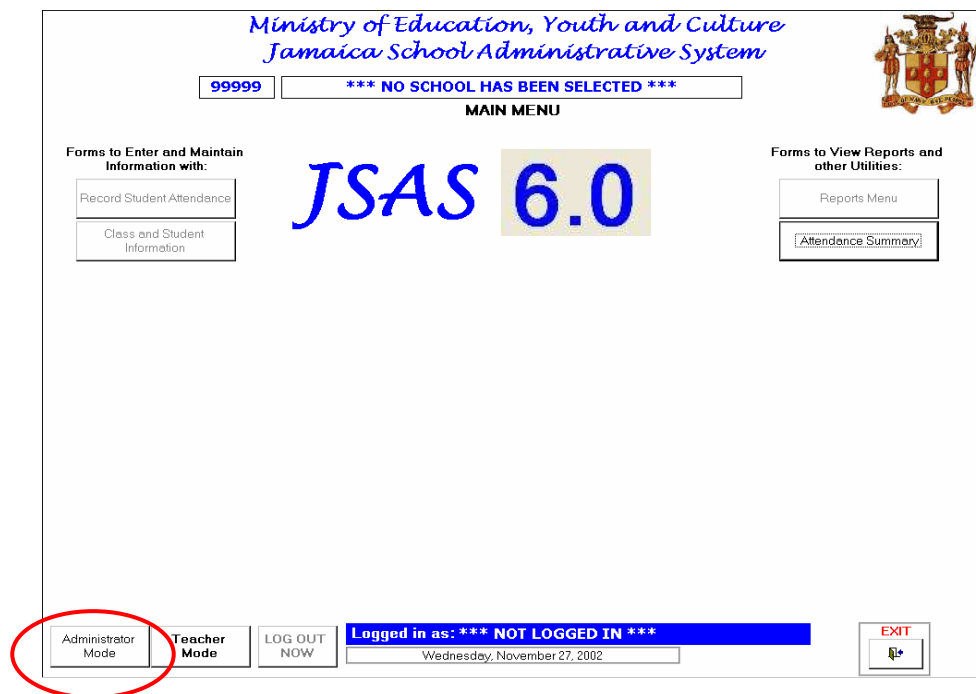
**Figure 2.6**

*N.B. Previously after installation, the back-end database was removed manually. This new version does this automatically.*

5. JSAS is now ready to customise to a particular school. The school will enter the name and campus criteria, teachers, classes, students, etc. The following information will help accomplish this task.

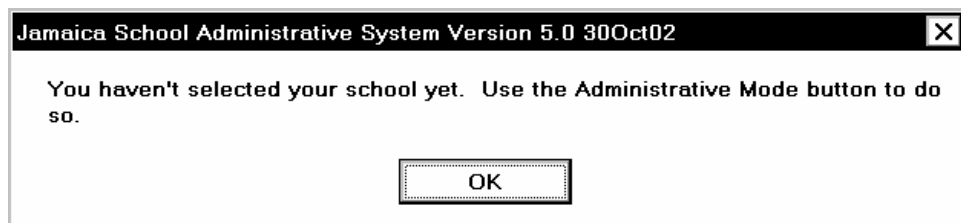
### Selecting a School Name

1. To select a school name, click on the *Administrator Mode* button circled in red in Figure 2.7.



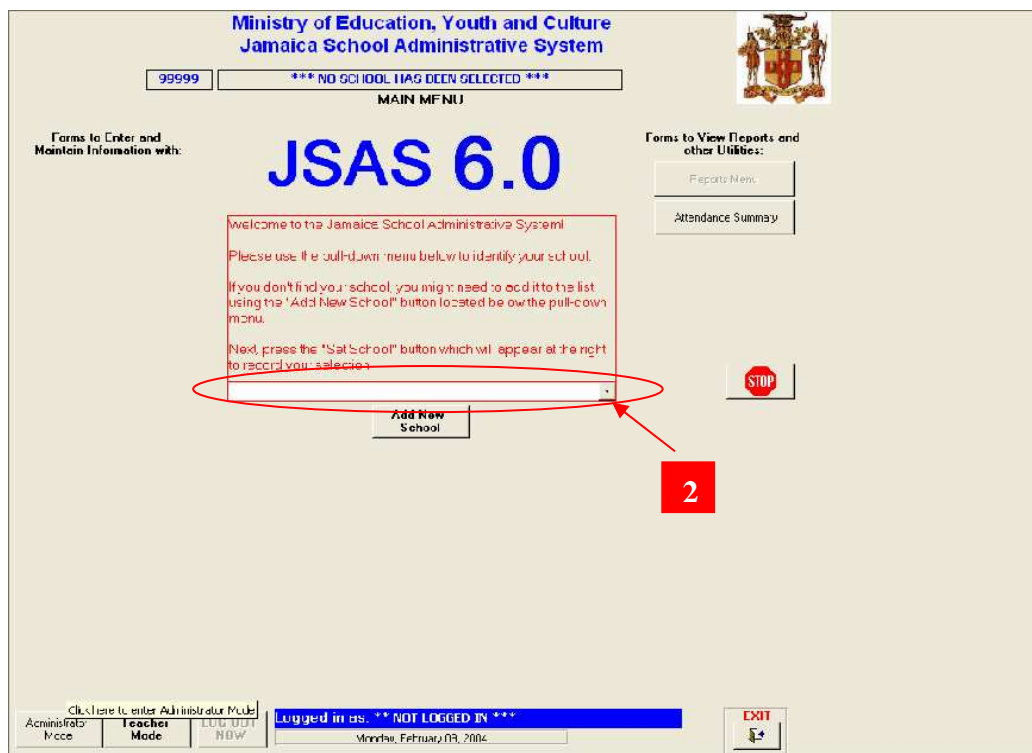
**Figure 2.7**

- a. Clicking on any other button will display the message shown in Figure 2.8



**Figure 2.8**

2. The box in Figure 2.9 shows the School selection list. Click the drop arrow list box circled to display the list of schools.




**Figure 2.9**

3. A list of schools displays, sorted by the school code numbers (Figure 2.9). Scroll down the list and select the appropriate school code/school name.

**Ministry of Education, Youth and Culture**  
**Jamaica School Administrative System**

99999

\*\*\* NO SCHOOL HAS BEEN SELECTED \*\*\*



**MAIN MENU**

Forms to Enter and Maintain Information with:

# JSAS 6.0

Forms to View Reports and other Utilities:

Reports Menu

Attendance Summary

Welcome to the Jamaica School Administrative System!

Please use the pull-down menu below to identify your school.

If you don't find your school, you might need to add it to the list using the "Add New School" button located below the pull-down menu.

Next, press the "Set School" button which will appear at the right to record your selection.

Add New School

Administrator Mode

Teacher Mode

LOG OUT NOW

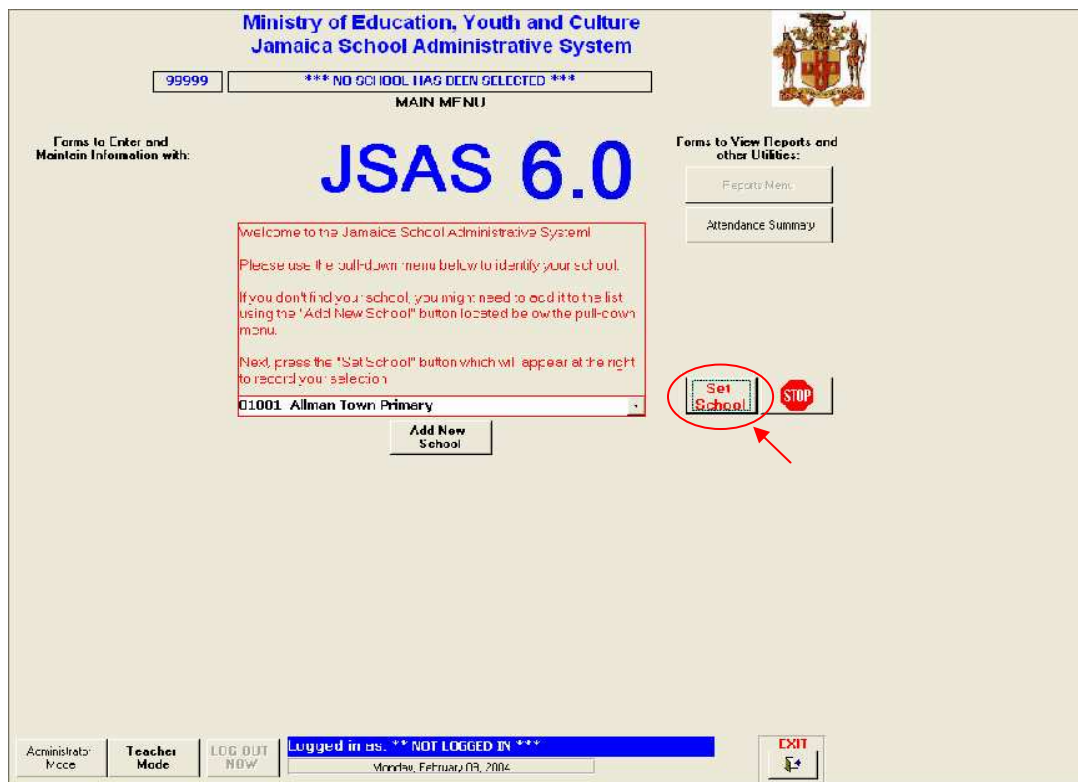
Logged in as: \*\* NOT LOGGED IN \*\*

Monday, February 03, 2003

- 01001 Allman Town Primary
- 01005 Alpha Primary
- 01007 Boys Town All Age
- 01008 Calabar All Age
- 01009 Central Branch All Age
- 01011 Chelulah Park Primary
- 01012 St. Andrew Primary
- 01014 Eileston Primary
- 01015 Franklin Town Primary
- 01016 Holy Family Primary
- 01019 North Street Congr. Primary
- 01020 Port Royal All Age
- 01021 Rennock Lodge All Age
- 01022 Rollington Town Primary
- 01023 St. Albans Primary
- 01024 Jesse Ripoll Primary
- 01025 St. Anne's Primary
- 01027 Georges Girls Primary
- 01030 St. Michael's Primary
- 01035 Windward Road All Age
- 01115 Norman Gardens All Age
- 01121 Clan Carthy Primary
- 01135 Denham Town Primary
- 01138 Ormsby Hall Primary

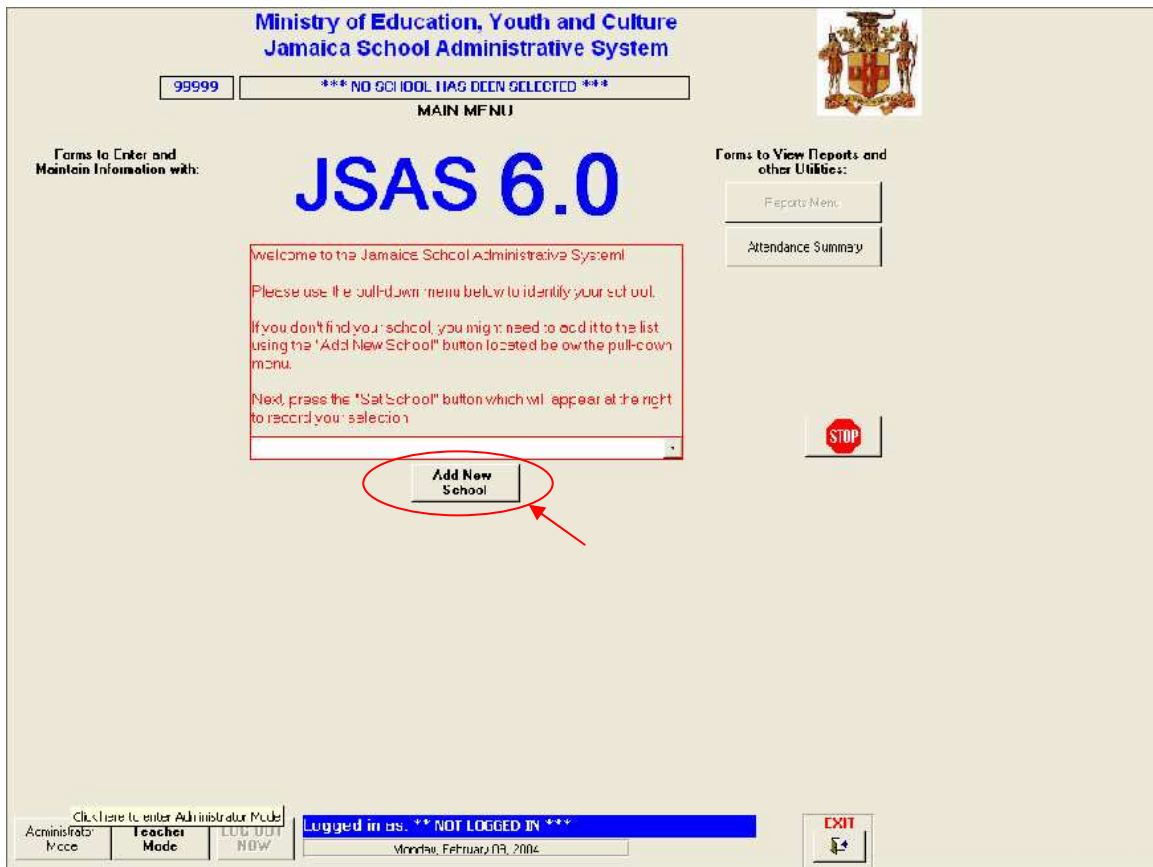
Figure 2.10

4. After a school is selected, a *Set School* button displays next to the *Stop* button, circled in red in Figure 2.11.



**Figure 2.11**

5. If the school name is not in the list, click on the *Add New School* button, circled in red in Figure 2.12, to manually input the school code and name.



**Figure 2.12**

The *Correct a School Name or Add a New School to the System* screen (Figure 2.13) will appear. This screen allows modification to the school name or addition of a new school to the school list.

Ministry of Education, Youth and Culture  
Jamaica School Administrative System

99999 \*\*\* NO SCHOOL HAS BEEN SELECTED \*\*\*

MAIN MENU

Forms to Enter and Maintain Information with:

Forms to View Reports and other Utilities:

**Correct a School Name or Add a New School to the System**

The Form allows you to modify the School Name or add a school to the School List; the system uses. Enter the information in the fields below and press the respective button. You will not be allowed to duplicate any existing School ID Numbers.

Because the School List is contained in the JSAS system rather than your school's data files, if you later install a new version of the JSAS program you may have to repeat this process if the school has not been added.

1 Enter the School ID Number (5 digits, numeric) 99999

2 Enter the School Name (1 to 20 characters) \*\*\* NO SCHOOL HAS BEEN SELECTED \*\*\*

3 Add the New School

4 Modify School Name

5 Exit Form

Click here to add the new School ID, School Name and School Type in format

Administrator Mode Teacher Mode LOG OUT NOW

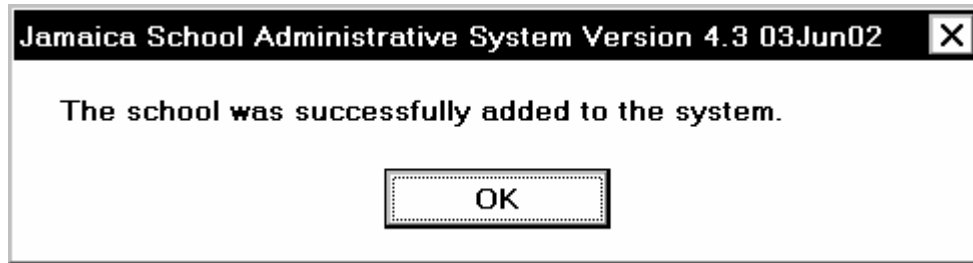
Logged in as: \*\* NOT LOGGED IN \*\*

Monday, February 03, 2008

EXIT

**Figure 2.13**

1. Enter the *School ID* number by typing the new school identification number in the *Enter the School ID Number* text box.
2. Type the school name in the *Enter the School Name* text box.
3. Click the *Add New School* button to add the school to the list.
4. The message box shown in Figure 2.14 will be displayed, then click the *OK* button.



**Figure 2.14**

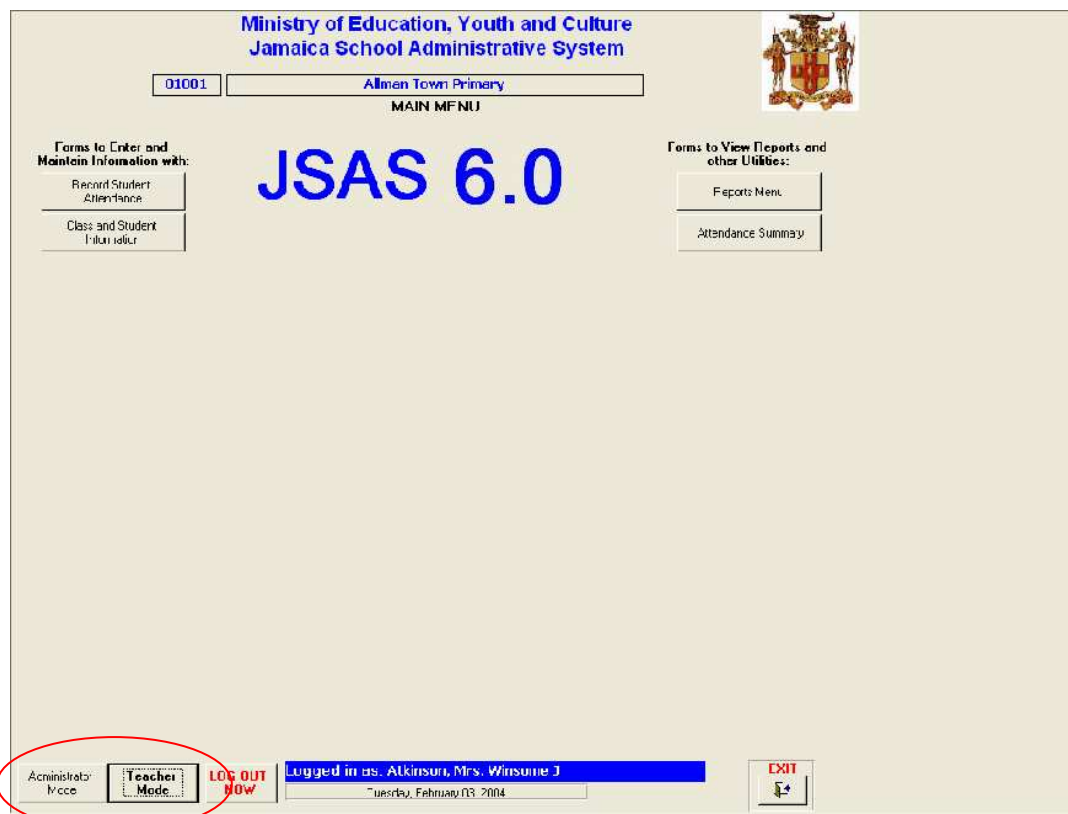
5. Next click the *Exit Form* button to close the screen.

The school code and name just added is ready to be selected from the *School Selection List* (Figure 2.11). After selecting the school name, click the *Set School* button to finalize the process.

If the name of the school was listed but the information was incorrect, it can be modified using the *Correct the School Name* or *Add a New School* button discussed under the *School Year Setup* section on page 48.

## **Administrator and Teacher Modes**

The programme is now ready to accept data. The screen shown in Figure 2.15 is the default screen. From this screen, access is gained only to the attendance summary by clicking on the *Attendance Summary* button circled. In order to perform any other activity, the teacher or administrator must log in by clicking on either the *Administrator Mode* or *Teacher Mode* button as shown circled in red Figure 2.15.



**Figure 2.15**

### **The Administrator Mode**

The *Administrator Mode* is for the administrators (principals) and should have password access. Clicking on *Administrator Mode* allows the administrators access to the following functions (Figure 2.16):

1. Record Student Attendance
2. Class and Student Information
3. School Information and Setup
4. Teacher Information
5. Student Enrolment Records
6. Create Classes and Manage Registration
7. Principal's Page

*The functions are detailed in the subsequent chapters.*

*Ministry of Education, Youth and Culture*  
*Jamaica School Administrative System*

13091      Hazard Primary School

**MAIN MENU**

**Forms to Enter and Maintain Information with:**

- Record Student Attendance
- Class and Student Information
- School Information and Setup
- Teacher Information
- Student Enrolment Records
- Create Classes and Manage Registration
- Principal's Page

# JSAS

6.0

**Forms to View Reports and other Utilities:**

- Reports Menu
- Attendance Summary
- Backup the Database
- Recover a Backup of the Database

Administrator Mode

Teacher Mode

LOG OUT NOW

Logged in as: \*\*\* ADMINISTRATOR \*\*\*

EXIT

Wednesday, November 27, 2002

**Figure 2.16**


## The Teacher Mode

*The Teacher Mode is covered in greater detail in Jamaica School Administrative System (JSAS), Users' Guide, page 2.*

Ministry of Education, Youth and Culture  
Jamaica School Administrative System

13091

Hazard Primary School



**MAIN MENU**

# JSAS 6.0

**Forms to Enter and Maintain Information with:**

Record Student Attendance

Class and Student Information

**Forms to View Reports and other Utilities:**

Reports Menu


Attendance Summary

Administrator Mode

Teacher Mode

LOG OUT NOW

Logged in as: Bennett, Ms. Dayton M

EXIT  


Wednesday, November 27, 2002

**Figure 2.17**

## About JSAS

Additional information about the developers of this software is available by clicking on the Jamaican Coat Of Arms.

# chapter 3



## SCHOOL INFORMATION AND SETUP

This chapter looks at entering term start and end dates, subjects, grades and school census data. It details how to setup a password to protect the *Administrator Mode*.

### CONTENTS

#### School Information and Setup

- Correct School Name or Add New School
- School Year setup
- Particulars Setup
- Organization and Programmes
- Facilities
- Other Data
- Administrator Password
- Teachers Passwords
- Assessment Test Setup

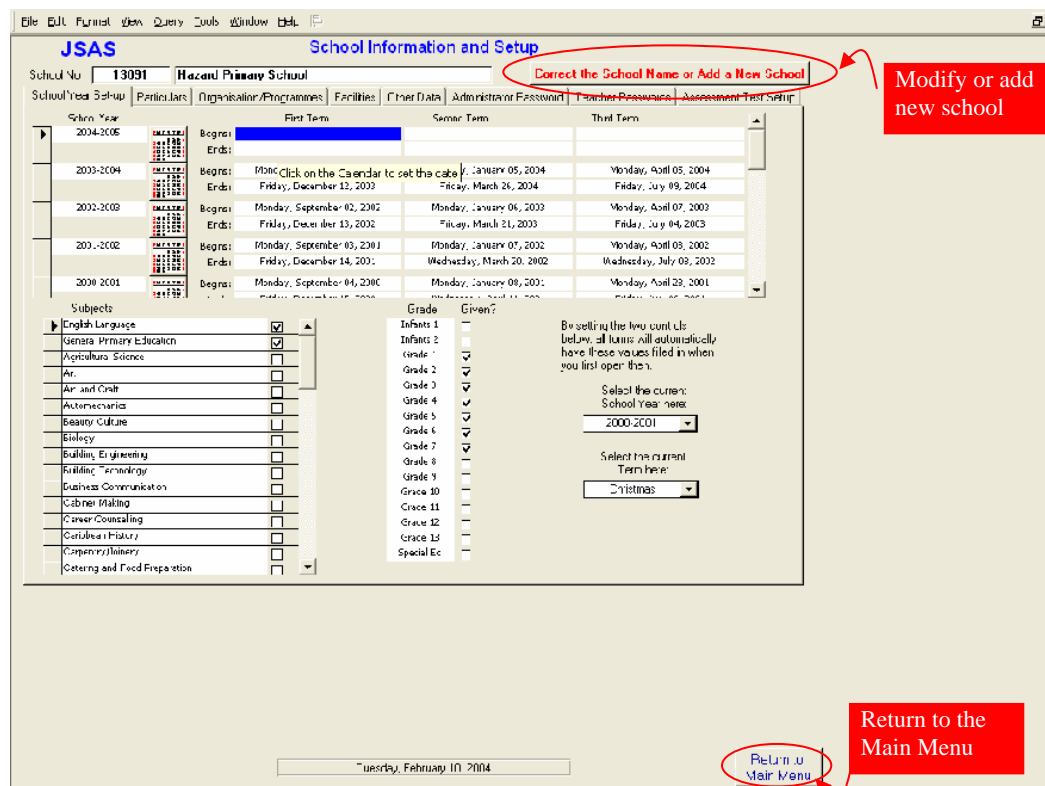
## School Information and Setup

The *School Information and Setup* screen is accessed from the *Administrator Mode* by clicking on the *School Information and Setup* button (Figure 3.1).

The screenshot displays the 'Main Menu' of the Jamaica School Administrative System (JSAS) version 6.0. At the top, the header reads 'Ministry of Education, Youth and Culture' and 'Jamaica School Administrative System'. Below this, a box contains the school code '13091' and the school name 'Hazard Primary School'. The central area features the large blue text 'JSAS 6.0'. On the left, under the heading 'Forms to Enter and Maintain Information with:', there is a vertical list of buttons: 'Record Student Attendance', 'Class and Student Information', 'School Information and Setup' (which is circled in red), 'Teacher Information', 'Student Enrolment Records', 'Create Classes and Manage Registration', and 'Principal's Page'. On the right, under the heading 'Forms to View Reports and other Utilities:', there is a vertical list of buttons: 'Reports Menu', 'Attendance Summary', 'Backup the Database', and 'Recover a Backup of the Database'. At the bottom, there is a status bar with several elements: a button for 'Administrator Mode' (highlighted), a button for 'Teacher Mode', a red 'LOG OUT NOW' button, a blue bar indicating 'Logged in as: \*\*\* ADMINISTRATOR \*\*\*', a date field showing 'Wednesday, November 27, 2002', and an 'EXIT' button with a mouse cursor icon.

**Figure 3.1**

The *School Information and Setup* screen displays as shown in Figure 3.2.



**Figure 3.2**

The main components of this screen are:

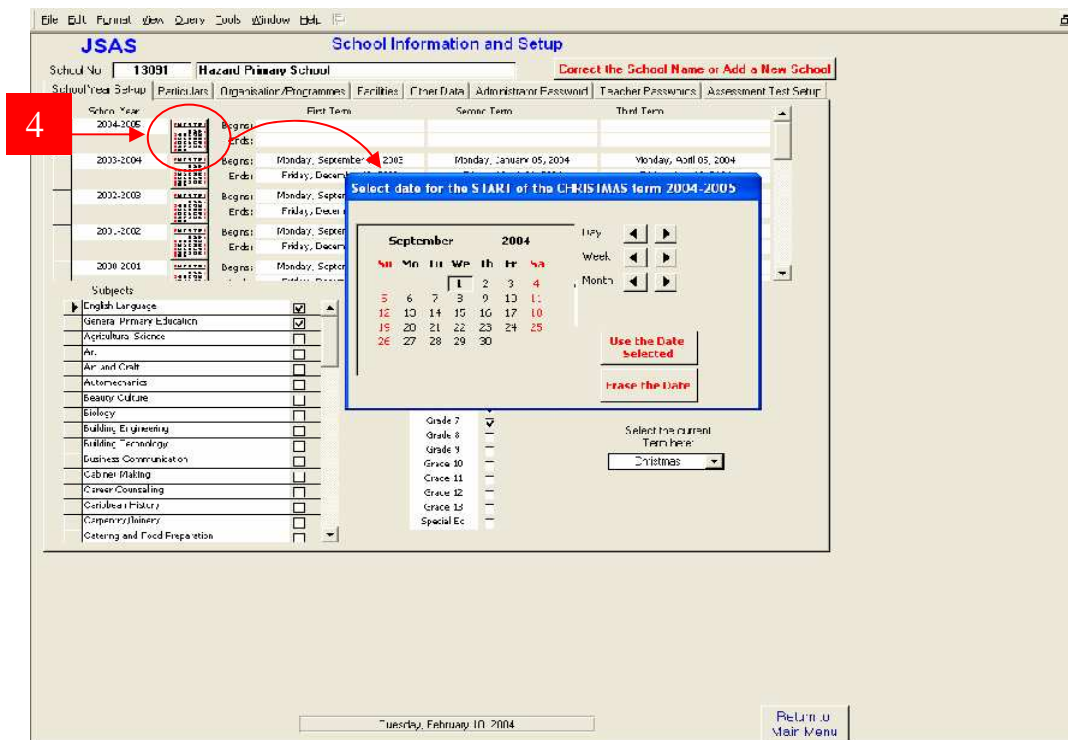
1. Menu Tabs – *School Year Setup, Particulars, Organisation/Programmes, Facilities, Other Data, Administrator Password, Teacher Passwords, Assessment Test Setup.*
2. The *Correct the School Name or Add a New School* button.

### **Correct School Name or Add a New School**

The *Correct School Name or Add a New School* button is used to modify a school name or add a new school to the school list:

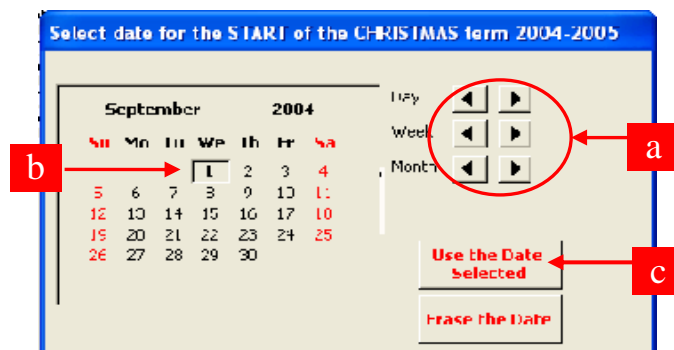
1. Click the *Correct the School Name or Add a New School* button.
2. Follow the steps to *Add a New School* beginning on page 39.
3. The *Return to Main Menu* button is used to close the *School Information & Setup* screen and return to *Administrator Mode* screen.





**Figure 3.4**

5. Select the start date for the term required.



**Figure 3.5**

- a. The day, week, and month navigation buttons navigate to the appropriate date. Use the arrow keys beside these buttons to find the date needed. (Figure 3.5)

- b. Click on the appropriate date on the calendar and then click on the *Use the Date Selected* button. (Figure 3.5)
- c. Repeat steps 3-9 to input the remaining start and end dates for the remaining terms.
- d. The *Erase the Date* button is used to delete a previously selected date.

***NB: Enter all the start and end dates for each term for the school year at the same time to avoid problems in the future.***

3. Select the required subject areas by checking the appropriate box beside each subject. The subjects are a listing of all subjects offered by the Ministry of Education (Figure 3.6).

**Figure 3.6**

For primary schools, the subject would be General Primary Education. For Grades 7 to 13 in an All Age or Junior High and High School, select all the subjects offered at the school by checking the box to the right of the subjects.

4. Select the grades that are available in the school by checking the box to the right of the grades offered (Figure 3.7).

**Figure 3.7**

5. Select the present school year by clicking the drop down arrow in the text box labelled *Select Current School Year* (Figure 3.7).
6. Select the current term by clicking the drop down arrow in the text box labelled *Select the Current Term* (Figure 3.7).

**NB:** Please ensure that the school year/term is changed at the start of a new school year or new term.

### Particulars Setup

The *Particulars Tab* contains information about the school, such as Type of School, Principal, School Board Chair, Region, and Telephone Number.

1. Click on the *Particulars* Tab of the *School Information and Setup* Form (Figure 3.8).

File Edit Format View Query Tools Window Help

## JSAS School Information and Setup

School No: **13091** **Hazard Primary School** Correct the School Name or Add a New School

School Year Setup Particulars Organisation/Programmes Facilities Other Data Administrator Password Teacher Passwords Assessment Test Setup

School Type: **Primary**

Ownership type: **Government** Ownership: **Government**

Region: **VI DfM - Lahore** District: **Clarendon**

Address: **Trinton Road** **May Pan F O**

Supervisory Area: **South East Clarendon Div. 1** Constituency: **South East Clarendon**

	Title	Christian Name	Surname
School Principal	Mrs.	Lillian	Clockstock
Education Officer	Mrs.	Evelyn	Demm
School Board Chair	M.	Frederick	Shellock

Date Board Appointed: **17-Jul-00**

Telephone and Fax Numbers: E-mail Address:

Telephone Number	Telephone/Fax
936 9735	Telephone
932 0115	Telephone/Fax

Tuesday, February 10, 2004

[Return to Main Menu](#)

**Figure 3.8**

- Click in the *School Type* down arrow list box and click on the school type from the list provided by the Ministry of Education. (Figure 3.9)





**JSAS** *School Information and Setup*

School No.   [Correct the School Name or Add a New School](#)

[School Year Setup](#) | [Particular](#) | [Organisation/Programmes](#) | [Facilities](#) | [Other Data](#) | [Administrator Password](#) | [Teacher Passwords](#) | [Assessment Test Setup](#)

Is there a Parent Teachers Association (PTA) at your school?

Is there a Past Students/Alumni Association at your school?

Your School/Community involvement: ☐ Scope ☐ Adopt-A-School

What is the nature of the involvement?
 ☐ Cash Donation ☐ School Feeding  
☐ Improvement of School Plant ☐ Skills Training  
☐ Transportation ☐ Educational Equipment and Materials  
☐ Scholarships and Bursaries

School Population:

Does your school have a Special Education Unit? ☒

If Shift, what is the period of Rotation:

School Organisation:

Time the school day begins:    
 Time the school day ends:

Are there boarding facilities at your school? ☐ Male boarding students:  Female boarding students:

Is there a breakfast programme at your school? ☐

Type of lunch programme provided by government: ☒ Snack with milk/drink ☒ Cooked meal

Friday, November 29, 2002

[Return to Main Menu](#)

**Figure 3.11**

2. Click on the down arrow next to the list boxes and fill in the information pertaining to the school.
3. Click in the text boxes and type the appropriate information in each box.
4. Click in the checkboxes to check the appropriate information.

## Facilities

The *Facilities* Tab contains an inventory of all the facilities at the school.

1. Click the *Facilities* Tab on the *School Information and Setup* Form (Figure 3.12).

File Edit Format View Query Tools Window Help

**JSAS** School Information and Setup

School No: 13091 Hazard Primary School [Correct the School Name or Add a New School](#)

School Year Set-up Periods Data Organisation/Programmes Facilities Other Data Administrator Password Teacher Password Assessment Test Setup

Total Number of Buildings:	1	Total Number of Classrooms:	7
Buildings in Good Condition:	1	Number of Classrooms in Use:	7
Buildings Needing Minor Repairs:	2	Classrooms with more than 1 class:	3
Buildings Needing Major Repairs:	4		

Educational Facilities	Total	Equipment	Total	Functional	Furniture	Total	Needed
Administrative Area	1	Copy Printer			Pupil seating spaces	528	300
Auditorium		Digital Camera			Pupil writing pieces	528	300
Canteen	1	Duplicator			Teacher desks	9	3
Idling Area	1	Facsimile	1	1	Teacher chairs	10	12
Home Economics Room		ICT Projector					
Music Arts Workshop		Overhead Projector	1	1			
Kitchen	1	Photocopier	1	1	<b>Library Accommodations</b>		
Playing Field	2	Radio	1	1	Specialty built space	<input type="checkbox"/>	
Library	1	Reograph			Modified classroom	<input type="checkbox"/>	
Resource/Terminal Room	1	Scanner			Modified storeroom	<input checked="" type="checkbox"/>	
Science Lab		Tape Recorder			Section of a staffroom	<input type="checkbox"/>	
Sick Bay	1	Television	1	1	Book boxes in class units	<input type="checkbox"/>	
Staff Room	1	Videor	1	1			
Storeroom	2						

Tuesday, February 10, 2004

[Return to Main Menu](#)

**Figure 3.12**

2. Click on the down arrow next to the list boxes and fill in the information pertaining to the school.
3. Click in the text boxes and type the appropriate information in each box.
4. Click in the checkboxes to check the appropriate information.

### Other Data

The *Other Data* Tab contains miscellaneous information regarding the school.

1. Click the *Other Data* Tab on the *School Information and Setup* Form. (Figure 3.13)

File Edit Format View Query Tools Window Help

**JSAS** School Information and Setup

School No: **13091** **Hazard Primary School** [Correct the School Name or Add a New School](#)

School Year Set-up | Participants | Organisation/Programmes | Facilities | Other Data | **Administrator Password** | Teacher Passwords | Assessment Test Setup

Is there housing for the school staff? Type of housing that is available:

Type	Units	Occupied
Principal <input checked="" type="checkbox"/>		
Teachers <input type="checkbox"/>		
Others <input type="checkbox"/>		
	1	1
	Flat	

Source of the water supply:

Public Main ☒ Water supply is satisfactory? ☒  
 Latrine ☐

Most serious problem with the water supply:

Are toilets in satisfactory condition? Types of toilets available:

Boys <input type="checkbox"/>	Period Flush <input type="checkbox"/>
Girls <input type="checkbox"/>	Pit <input checked="" type="checkbox"/>
Staff <input checked="" type="checkbox"/>	Water Closet <input type="checkbox"/>

Is public electrical service available in the school community? ☒  
 Is the school wired for electricity?   
 Is school connected to electrical service? ☒  
 Does the school currently have electrical service? ☒  
 If not, indicate reason why not:   
 Is the roadway to the school accessible to vehicular traffic? ☒  
 What material is the roadway surface made of?  Asphalt  
 Does the school have an enclosure fence? ☒

Tuesday, February 10, 2004

[Return to Main Menu](#)

**Figure 3.13**

2. Click on the down arrow next to the list boxes and fill in the information pertaining to the school.
3. Click in the text boxes and type the appropriate information in each box.
4. Click in the checkboxes to check the appropriate information.

### Administrator Password

It is advisable to record an *Administrator Password* as security against unauthorized users. Ensure that the password choice is easily remembered and a combination of letters and numbers.

1. Click the *Administrator Password* Tab on the *School Information and Setup* Form. (Figure 3.14)



**Figure 3.14**

2. Click the *Click Here to Enter or Change the Administrator Password* button circled in red. (Figure 3.14)
  3. Click in the text box labelled *Enter New Password* and type in the password in the space provided. (Figure 3.15)
  4. Retype the password in the text box labelled *Re-enter Password* (Figure 3.15).
- N.B. Password must be typed the exact way it was previously entered***
5. Click *Record Password* button to save the password (Figure 3.15).

The screenshot shows a web application window titled "JSAS School Information and Setup". At the top, there is a menu bar with options: File, Edit, Format, View, Query, Tools, Window, Help. Below the menu bar, the title "JSAS" is on the left and "School Information and Setup" is on the right. A red warning message at the top right says "Correct the School Name or Add a New School". Below this, there are several tabs: School Year Setup, Particulars, Organisation/Programmes, Facilities, Other Data, Administrator Password, Teacher Passwords, and Assessment Test Setup. The "Administrator Password" tab is currently selected. In the center of the window, there is a large text area with the following content: "Click to enter or change the Administration password", "Enter a new password, of 8 characters or less, no spaces, then press ENTER", "Enter New Password:" followed by a text input field, "Re-enter Password:" followed by another text input field, and two buttons at the bottom: "Record the Password" and "Cancel Password Change". At the bottom of the window, there is a status bar showing "Tuesday, February 10, 2004" and a "Return to Main Menu" button.

**Figure 3.15**

### Change Password

It is always a good idea to change passwords from time to time, or when staff changes occur.

1. Click the *Click Here to Enter or Change the Administrator Password* button.
2. Then repeat steps in the *Administrator Password* section on page 57, to change the password.

### Erase Password

Cancel (Erase) Password will remove the password protection from the *Administrator Mode*.

1. Click the *Click Here to Enter or Change the Administrator Password* button circled in red. (Figure 3.14)
2. Click in the text box labelled *Enter New Password* and press *Enter* on the keyboard to delete the previously recorded password.
3. Do likewise in the text box labelled *Re-enter Password*.
4. Click the *Record Password* button.
5. The *Administrator Mode* is no longer password protected.

## Teacher's Password

Teacher's passwords can be set by the teachers in the *Teachers Information* section on page 66. If the administrator wants to set the passwords for each teacher, it can be accomplished through *Teacher's Passwords* Tab on the *School Information and Setup* Form. Teacher's passwords can be changed in this section also.

1. A list of all teachers entered into the database displays along with entered passwords. If a teacher has not assigned a password the text box is red, if there is an entered password the text box is green and the password appears in the box. (Figure 3.16)

**JSAS School Information and Setup**

School No: 13091 Hazard Primary School

Correct the School Name or Add a New School

School Year Setup | Particulars | Organisation/Programmes | Facilities | Other Data | Administrator Password | **Teacher's Passwords** | Assessment Test Setup

It is important to secure access to grades and other data information recorded in the system. All teachers should be assigned a password, consisting of between 4 and 8 characters, digits or symbols. On this form you may enter, change or view the password of each teacher.

Teacher	Password
Ancerson, Miss Leila A	password
Atkinson, Mrs. Wfronimo J	pass
Barley, Mr. Julian W	
Beason, Mr. Byron M	
Bennett, Mrs. Raymond M	
Blackstock, Mrs. Lillian A	
Dowen, Mrs. H. Jacinth	
Edwards, Miss Julia B	
Edwards, Miss Nadine A	
Elliot, Miss Sandra E	
Golding-Frown, Mrs. Hermine A	
Howel, Ms. Carlene E	
Jones, Miss Maria A	
Johnson, Ms. Chelly Ann M	
Moloney, Mrs. Collette V	
McKenzie, Mrs. Simone M	
Miller, Miss Treshlah M	
Miller-Richards, Mrs. Rhonda S	

To enhance security the system will log off all teachers and System Administrators if the system has been idle for more than a given number of minutes. Specify the number of minutes below.

Auto-logout time: 15 minutes

If you want a suggestion for a completely random six character password using only lower case letters and the numbers from 1 through 9, click the button below.

Generate a Random Password

Return to Main Menu

Tuesday, February 10, 2004

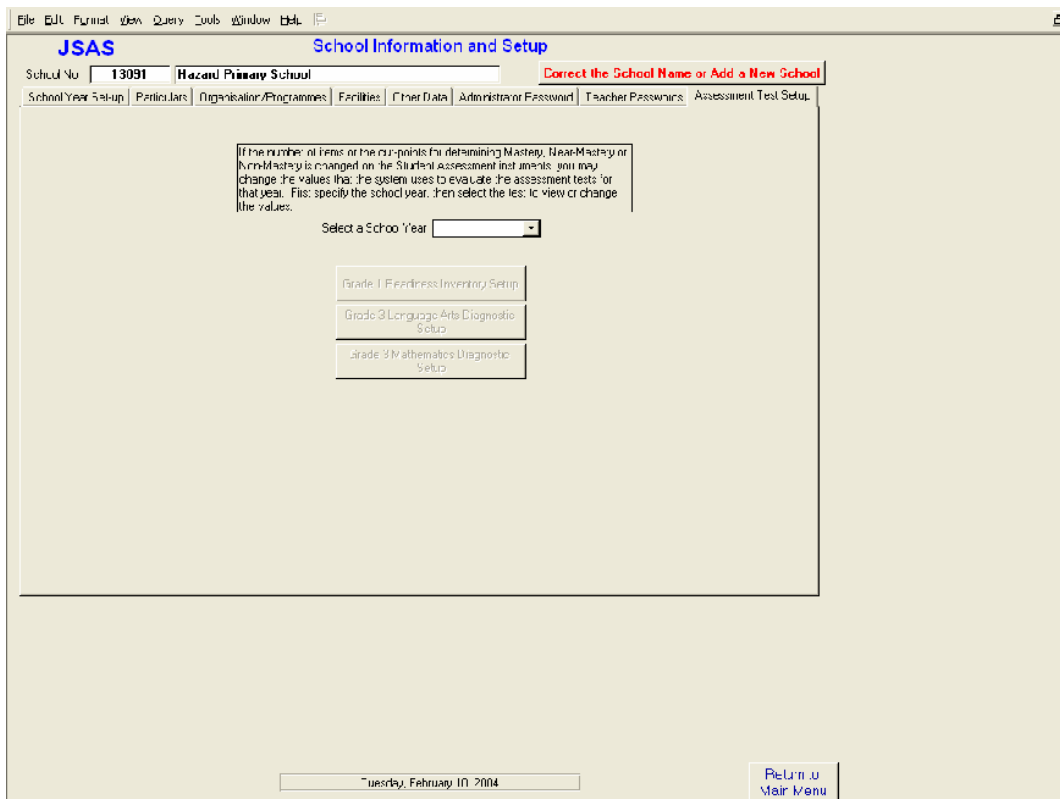
**Figure 3.16**

2. To assign a password to a teacher, click in the text box to the right of the teachers name and type the password and press enter to record the changes.  
*NB: The password must not be less than 4 and not more than 8 characters long.*
3. To enhance security, the system will automatically log off teachers and the administrator from the system after a certain amount of time. To change the time, click the down arrow list box and select the time for the system to be idle.

4. To generate a random password for the teacher's password, click the *Generate a Random Password* button and a password will be generated in the text box below the button. Cut and paste the password or type it into the text box next to the teacher's name.

### Assessment Test Setup

If the number of items or the cut-points for determining *Mastery*, *Near Mastery* and *Non-Mastery* is changed on the Student Assessment Instrument, the values need to be changed in the JSAS programme, which is used to evaluate the tests for the particular school year. (Figure 3.17)



**Figure 3.17**

1. Select the appropriate year to change by clicking the down arrow list box labelled *Select a School Year* and click on the correct year. (Figure 3.18)

**JSAS** **School Information and Setup**

School No: **13091** **Hazard Primary School** [Correct the School Name or Add a New School](#)

[School Year Setup](#) | [Particulars](#) | [Ungarator/Programmes](#) | [Facilities](#) | [User Data](#) | [Administrator Password](#) | [Teacher Passwords](#) | [Assessment Test Setup](#)

If the number of items or the cut-points for determining Mastery, Near-Mastery or Non-Mastery is changed on the Student Assessment instrument, you may change the values that the system uses to evaluate the assessment tests for that year. First, specify the school year, then select the test to view or change the values.

Select a School Year: **2003-2004**

Grade 1 Feedre: **2003-2004**

Grade 3 Language Arts: **2003-2004**

Grade 3 Math: **2003-2004**

2004-2005  
2005-2006  
2006-2007  
2007-2008  
2008-2009  
2009-2010  
2010-2011

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**Figure 3.18**

2. After selecting the year, click the button of the test to change: *Grade 1 Readiness Inventory Setup*, *Grade 3 Language Arts Diagnostic Setup*, or *Grade 3 Mathematics Diagnostic Setup*. (Figure 3.19)

**JSAS** **School Information and Setup**

School No: **13091** **Hazard Primary School** [Correct the School Name or Add a New School](#)

[School Year Setup](#) | [Particulars](#) | [Ungarator/Programmes](#) | [Facilities](#) | [User Data](#) | [Administrator Password](#) | [Teacher Passwords](#) | [Assessment Test Setup](#)

If the number of items or the cut-points for determining Mastery, Near-Mastery or Non-Mastery is changed on the Student Assessment instrument, you may change the values that the system uses to evaluate the assessment tests for that year. First, specify the school year, then select the test to view or change the values.

Select a School Year: **2003-2004**

Grade 1 Feedre Inventory Setup

Grade 3 Language Arts Diagnostic Setup

Grade 3 Mathematics Diagnostic Setup

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**Figure 3.19**

3. After clicking on the appropriate test, a form appears filled with the current settings. Make the changes to the form and click the *Return to School Setup* as shown in Figure 3.20.
  - a. If there are changes to be made to the amount of questions under a section, click in box to the right and type in the new sub score (circled in red).
  - b. If the amount of questions is changed, the cut score must be reset for each level: *Non-Mastery*, *Near Mastery* and *Mastery*. This is done by clicking in the box under each of the headings and typing in the new cut points (circled in blue).

**JSAS** School Information and Setup

School No: 13091 Hazard Primary School [Correct the School Name or Add a New School](#)

School Year Setup | Particulars | Organisation/Programmes | Facilities | Other Data | Administrator Password | Teacher Passwords | Assessment Test Setup

If the number of items or the cut-points for determining Mastery, Near-Mastery or Non-Mastery is changed on the Standard Assessment Test items, you may change the values that the system uses to evaluate the assessment tests for that year. First specify the school year, then select the test to view or change the values.

Select a School Year: 2001-2002

Grade 1 Readiness Inventory Setup

Grade 3 Language Arts Diagnostic Setup

Grade 3 Mathematics Diagnostic Setup

**Grade 1 Readiness Inventory Setup**

Grade 1 Readiness Inventory - Setup of Subscore Total Items and Cut Points

2001-2002	Total Items	Non-Mastery from	Near-Mastery from	Mastery from
Motor Visual Coordination	8	0 to 1	2 to 3	4 to 5
Visual Perception	10	0 to 4	5 to 7	8 to 10
Auditory Perception	15	0 to 7	8 to 11	12 to 15
Number/Letter Knowledge	10	0 to 4	5 to 7	8 to 10

[Return to School Setup](#)

Tuesday, February 10, 2004

[Return to Main Menu](#)

**Figure 3.20**

# 4 chapter

## TEACHER INFORMATION



This chapter explains how to add a teacher to the database along with their vital information.

### CONTENTS

#### Teacher Information

- Particulars
- Qualifications
- Post Information
- Current Year Classes
- Classes Assigned in Prior Years
- Current Class Roster

## Teacher Information Setup

The *Teacher Information Setup* Form allows teacher information to be entered so classes can be set up, attendance and grades recorded, and reports generated.

Click on the *Teacher Information* button shown in Figure 4.1. This form is accessed through the *Administrator Mode*.

The screenshot displays the 'Main Menu' of the Jamaica School Administrative System (JSAS 6.0). At the top, it identifies the 'Ministry of Education, Youth and Culture' and the 'Jamaica School Administrative System'. Below this, a header bar shows the school code '01001' and the school name 'Allmen Town Primary'. The central area features the large text 'JSAS 6.0'. On the left, under 'Forms to Enter and Maintain Information with:', a list of functions is provided, with 'Teacher Information' highlighted by a red circle. On the right, under 'Forms to View Reports and other Utilities:', several utility buttons are listed. The bottom status bar indicates the user is logged in as '\*\*\* ADMINISTRATOR \*\*\*' and shows the date 'Tuesday, February 13, 2004'.

Ministry of Education, Youth and Culture Jamaica School Administrative System	
01001	Allmen Town Primary
MAIN MENU	
<b>JSAS 6.0</b>	
<b>Forms to Enter and Maintain Information with:</b>	<b>Forms to View Reports and other Utilities:</b>
Record Student Attendance	Reports Menu
Class and Student Information	Attendance Summary
School Information Setup	Backup the Database
<b>Teacher Information</b>	Recover a Backup of the Database
Student Enrollment Records	
Create Classes and Manage Registration	
Principal's Page	

Administrator Mode

Teachers Mode

LOG OUT NOW

Lagged in as: \*\*\* ADMINISTRATOR \*\*\*  
Tuesday, February 13, 2004

EXIT

**Figure 4.1**

The form displays with the following tabs: *Particulars*, *Qualification*, *Post Information*, *Current Year Classes* and *Classes Assigned in Prior Years* (Figure 4.2).

## Particulars Setup

The *Particulars* Tab is used to enter data on a particular teacher. This form can be used to edit an existing teacher's information. (Figure 4.2)

**JSAS** **Teacher Information** **VIEWING**

Anderson, Miss Leila A.

You can use the box below to locate a teacher based on their last name. Just type the first few letters of the last name then pull down the menu tab to see the list of teachers.

Particulars | Qualifications | Post Information | Current Year Classes | **Classes Assigned in Prior Years** | Current Year Class Roster

Teacher Surname: Anderson  
Teacher First Name: Leila  
Middle Initials: A  
Title: Miss  
Teacher #: 2025714  
Password: pass

Health Insurance: ☒  
Provider: Blue Cross Provider  
Family Doctor: Dr. S. Powell  
1 Fernleigh Ave  
May Pen

Year of Birth: 1950  
Telephone No.: 882 1626  
Present H: Indicates year of birth of teacher (four digit year)  
Hourly Rate: Usd 20.00  
Next of Kin: Maxine - Anderson Sherman  
Referral Affiliation: Seventh Day Adventist

Tuesday, February 10, 2004

[Return to Main Menu](#)

**Figure 4.2**

To edit an existing teacher's information, click on the down arrow list box, choose a teacher (Figure 4.3), click on the *Edit the Teacher* button, and click on the text boxes and down arrow boxes necessary to make the edits.

**JSAS** **Teacher Information** **VIEWING**

Anderson, Miss Leila A.

You can use the box below to locate a teacher based on their last name. Just type the first few letters of the last name then pull down the menu tab to see the list of teachers.

Anderson, Miss Leila A.  
Anderson, Mrs. Winzone J.  
Bartley, Ms. Julian MA.  
Benson, Mr. Byron M.  
Bennett, Ms. Dayton M.  
Blackstock, Mrs. Lillian A.  
Bowen, Mrs. Hyacinth  
Edwards, Miss Julia B.  
Edwards, Miss Nadine A.  
Elliot, Miss Sandra E.  
Golding Brown, Mrs. Hermine A.  
Howell, Ms. Calene E.  
James, Miss Martha A.  
Johnson, Ms. Shelly-Ann M.  
McKenzie, Mrs. Carlette V.  
McKenzie, Miss Simone ML.  
Miller, Miss Transisha M.  
Miller-Brighly, Mrs. Sherine A.  
Mitchell, Mrs. Verna P.  
Owens, Mrs. Rose M.  
Palmer, Mrs. Paulette P.  
Pitts-Thomas, Mrs. Sonia  
Richards - Hibbert, Mrs. Margaret M.  
Ricketts, Miss Winzone R.  
Riley-Francis, Mrs. Velmore R.  
Solomon, Ms. Dalia H.  
Thomas, Miss Sharon P.  
Thompson, Mrs. Maureen J.  
Walker, Mrs. Cleothe M.  
Walters, Mr. Leon B.

TRN 101-832-338  
NIS C50-80-75  
Teacher #: 2025714  
Password: pass

Health Insurance: ☒  
Provider: Blue Cross Provider  
Family Doctor: Dr. S. Powell  
1 Fernleigh Ave  
May Pen

Tuesday, February 10, 2004

[Return to Main Menu](#)

**Figure 4.3**

1. To add a new teacher click the *Add a New Teacher* button, circled in red on Figure 4.4, and a blank form will open as shown in Figure 4.5.

**JSAS** **Teacher Information** **VIEWING**

You can use the box below to locate a teacher based on their last name. Just type the first few letters of the last name then pull down the menu tab to see the list of teachers.

Anderson, Miss Leila A

**Add a New Teacher** **Edit Teacher**

Particulars | Qualifications | **Print Information** | Current Year Classes | Classes Assigned in Prior Years | Current Year Class Roster

Teacher Surveys: **Anderson**

Teacher First Name: **Leila**

Middle Initials: **A** Title: **Miss**

Teacher #: **2020714**

Health Insurance: **Yes**

Primary Care Provider: **Dr. S. Powell**

Family Doctor: **Therapeutic**

Miscellaneous: **May Pen**

Religious Affiliation: **Seventh Day Adventist**

Return to: **First Teacher**

Monday, February 10, 2004

**Figure 4.4**

2. Click in the text boxes and drop down list boxes and type in or select the appropriate information where necessary.
3. Enter a password or have the principal set the password as described in the *Teacher's Password* section on page 60.

**JSAS** **Teacher Information** **EDITING**

You can use the box below to locate a teacher based on their last name. Just type the first few letters of the last name then pull down the menu tab to see the list of teachers.

**New Record**

[Add a New Teacher](#) [Edit Teacher](#)

**Particulars** | **Qualifications** | **Post Information** | **Current Year Classes** | **Classes Assigned in Prior Years** | **Current** [Click here to add a new teacher](#)

Teacher Surname:  TRM:   
 Teacher First Name:  NIS:   
 Middle Initials:  Title:  Teacher #:   
 Password:  (Password must be between 4 and 8 characters, numbers and/or symbols.)  
 Jamaican National: ☐ Health Insurance: ☐  
 Sex:  Provider:   
 Year of Birth:  Family Doctor:   
 Telephone No.:   
 Present Home Address:   
 Next of Kin:   
 Religious Affiliation:   
 Miscellaneous:

Tuesday, February 10, 2004

[Return to Main Menu](#)

**Figure 4.5**

## Qualifications Setup

The *Qualifications* Tab contains check boxes of various certifications and diplomas qualifying the teacher.

1. Click on the *Qualification* Tab shown in the *Teacher Information* Form (Figure 4.6).

**JSAS** **Teacher Information** **VIEWING**

You can use the box below to locate a teacher based on their last name. Just type the first few letters of the last name then pull down the menu tab to see the list of teachers.

Anderson, Miss Leila A

Particulars | **Qualifications** | Post Information | Current Year Classes | Classes Assigned in Prior Years | Current Year Class Roster

Year Received First Qualification **1976** Major Field **Primary**

Instructors Certificate <input type="checkbox"/>	CXC_GCE_JSC_SSC_ULCL_RSA <input type="checkbox"/>
Teacher College Certificate <input checked="" type="checkbox"/>	Tertiary Certificate/Diploma <input type="checkbox"/>
Teacher College Diploma <input checked="" type="checkbox"/>	Associate Degree <input type="checkbox"/>
Diploma in Technical Education <input type="checkbox"/>	Bachelors Degree <input type="checkbox"/>
Certificate in Education <input type="checkbox"/>	Masters Degree <input type="checkbox"/>
Bachelors Degree in Education <input type="checkbox"/>	Doctorate Degree <input type="checkbox"/>
Diploma in Education <input type="checkbox"/>	
Masters Degree in Education <input type="checkbox"/>	
Doctorate in Education <input type="checkbox"/>	

Tuesday, February 10, 2004

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**Figure 4.6**

2. Click in the text boxes and type the appropriate information
3. Tick the boxes that apply to the teacher by clicking in the boxes.

### **Post Information Setup**

The *Post Information* Tab contains the teacher statistics regarding position at school and within the Ministry of Education, Youth and Culture.

1. Click the *Post Information* Tab on the *Teacher Information* Form shown in Figure 4.7.
2. Click in the text boxes and drop down list boxes and type or select the appropriate information.
3. After typing and checking where necessary click the *Add a New Teacher* button to save the information.

**JSAS Teacher Information VIEWING**

Anderson, Miss Leila A

You can use the box below to locate a teacher based on their last name. Just type the first few letters of the last name then pull down the menu tab to see the list of teachers.

Particulars | Qualifications | Post Information | **Current Year Classes** | Classes Assigned in Prior Years | Current Year Class Roster

Select this tab to see or modify information about the teacher's post:

(Active this form) ☒ Current Post Classroom Teacher Year First Appointment 08/2

Year Appointed to Current Post 08/1

Tenure Permanent Leave ☐

Full or Part Time Fulltime Relief ☐

Return to Training Menu

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**Figure 4.7**

## Current Year Classes

The *Current Year Classes* Tab serves as a data access button displaying information on teacher activities. The information is derived from data that is recorded after a teacher is assigned to a class and students have been added to the class.

Click on the down arrow list box; select a teacher. The information displays in the form (Figure 4.8).

**JSAS** **Teacher Information** **VIFWING**

You can use the box below to locate a teacher based on their last name. Just type the first few letters of the last name then pull down the menu tab to see the list of teachers.

Anderson, Miss Leila A

◀ ▶ Add a New Teacher Edit Teacher

Particulars | Qualifications | Post Information | **Current Year Classes** | **Classes Assigned in Prior Years** | Current Year Class Roster

Classes assigned in the current school year

School Year	Term	Grade	Subject	
2000-2001	Christmas	Grade 2	General Primary Education	A
2000-2001	Autumn	Grade 2	General Primary Education	A
2000-2001	Summer	Grade 2	General Primary Education	A

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Return to Main Menu

**Figure 4.8**

## Classes Assigned In Prior Years

The *Classes Assigned in Prior Years* Tab serves as a data access button that allows for information on teacher activities over the teacher's career.

Click on the down arrow list box and select a teacher. The information displays in the form (Figure 4.9).

File Edit Format View Query Tools Window Help

**JSAS** **Teacher Information** **VIEWING**

You can use the box below to locate a teacher based on their last name. Just type the first few letters of the last name then pull down the menu tab to see the list of teachers.

Anderson, Miss Leila A

◀ ▶ Add a New Teacher Edit Teacher

Particulars | Qualifications | Post Information | Current Year Classes | **Classes Assigned in Prior Years** | Current Year Class Roster

Classes assigned in prior years

School Year	Term	Grade	Subject	
2000-2001	Christmas	Grade 2	General Primary Education	A
2000-2001	Easter	Grade 2	General Primary Education	A
2000-2001	Summer	Grade 2	General Primary Education	A

Thursday, February 13, 2004

Return to Main Menu

**Figure 4.9**

## Current Class Roster

The *Current Class Roster* Tab displays the students assigned to a particular teacher.

Click on the down arrow list box and select a teacher. The information displays in the form (Figure 4.10).

The screenshot shows the JSAS Teacher Information interface. At the top, it says "VIEWING Anderson, Miss Leila A". Below this, there are tabs for "Particulars", "Qualifications", "Post Information", "Current Year Classes", "Classes Assigned in Prior Years", and "Current Year Class Roster". The "Current Year Class Roster" tab is selected. The main area displays a table of current year class enrolments for Anderson, Miss Leila A. The table has columns for Term, Grade, Subject, Section, Sex, and Student (Admission No.). The data shows 20 students enrolled in Christmas Grade 2 General Primary Education, Section A. Some students are marked as "Withdrawn".

Term	Grade	Subject	Section	Sex	Student (Admission No.)
Christmas	Grade 2	General Primary Education	A	Male	Anderson, Kellar A. (9474)
Christmas	Grade 2	General Primary Education	A	Male	Baccas, Kasim A. (9748) **Withdrawn**
Christmas	Grade 2	General Primary Education	A	Male	Beckford, Kenrick (9364)
Christmas	Grade 2	General Primary Education	A	Male	Bentley, Jarvis S. (9365)
Christmas	Grade 2	General Primary Education	A	Male	Briscoe, Bryan R. (9339)
Christmas	Grade 2	General Primary Education	A	Male	Carly, Kassel (9661)
Christmas	Grade 2	General Primary Education	A	Male	Chantloui, Odane (9380)
Christmas	Grade 2	General Primary Education	A	Male	Clarke, Maurice N. (9447)
Christmas	Grade 2	General Primary Education	A	Male	Cole, Tanqona J (9402)
Christmas	Grade 2	General Primary Education	A	Male	Cooper, Lamar (9412)
Christmas	Grade 2	General Primary Education	A	Male	Cooper, Sheldon (9411)
Christmas	Grade 2	General Primary Education	A	Male	Cunningham, Sharwayne (9477)
Christmas	Grade 2	General Primary Education	A	Male	Ellis, Odain (9478)
Christmas	Grade 2	General Primary Education	A	Male	Evans, Dane (9479) **Withdrawn**
Christmas	Grade 2	General Primary Education	A	Male	Evans, Phillip (9774)
Christmas	Grade 2	General Primary Education	A	Male	Fray, Lorenzo (9458)
Christmas	Grade 2	General Primary Education	A	Male	Giant, Malik (9325)
Christmas	Grade 2	General Primary Education	A	Male	Green, Jason J. (9374)
Christmas	Grade 2	General Primary Education	A	Male	Hall, Raheem A. (9320)
Christmas	Grade 2	General Primary Education	A	Male	Hall, Simoy (9482)
Christmas	Grade 2	General Primary Education	A	Male	Harrison, Sheldon (9480)
Christmas	Grade 2	General Primary Education	A	Male	Harris, Nashawn N. (9443) **Withdrawn**
Christmas	Grade 2	General Primary Education	A	Male	Herry, Mikiale (9394)
Christmas	Grade 2	General Primary Education	A	Male	Irvine, Oshene (9406)
Christmas	Grade 2	General Primary Education	A	Male	Malcolm, Gregov (9352)

At the bottom of the page, there is a date display "Tuesday, February 10, 2004" and a "Return to Main Menu" button.

Figure 4.10

# chapter 5



## STUDENT ENROLLMENT RECORDS

This chapter explains how to add a student and the vital information pertaining to that student.

### CONTENTS

#### **Student Enrolment Records**

- Adding a new student
- Editing a student record
- Repeating or Withdrawing a Student
- Student Assessment Scores

## Student Enrolment Records

The *Student Enrolment Records* Form is used to enter new students into the database or to edit existing student's information. The form also accesses the Student Assessment Scores.

The *Student Enrolment Records* screen is accessed from the *Administrator Mode* by clicking on the *Student Enrolment Records* button.

The screenshot displays the 'Main Menu' of the Jamaica School Administrative System (JSAS 6.0). At the top, it identifies the user as '13091' logged in as 'Hazard Primary School'. The central area features the 'JSAS 6.0' logo. On the left, under 'Forms to Enter and Maintain Information with:', a list of buttons includes 'Record Student Attendance', 'Class and Student Information', 'School Information and Setup', 'Teacher Information', 'Student Enrolment Records' (which is circled in red), 'Create Classes and Manage Registration', and 'Principal's Page'. On the right, under 'Forms to View Reports and other Utilities:', buttons for 'Reports Menu', 'Attendance Summary', 'Backup the Database', and 'Recover a Backup of the Database' are visible. The bottom status bar shows 'Administrator Mode', 'Teacher Mode', a 'LOG OUT NOW' button, the login details 'Logged in as: \*\*\* ADMINISTRATOR \*\*\*', the date 'Wednesday, November 27, 2002', and an 'EXIT' button.

**Figure 5.1**

The School Information and Setup screen displays as shown in Figure 5.2.

**JSAS Student Enrolment Records**

You can use the box at the right to locate a student based on their last name. Just type the first few letters of the last name then pull down the menu tab to see the list of students.

Or if you know the Admission Number of the student you are looking for, type it in here and press the Enter key.

**VIEWING Enrolment Record of Annakay Adamson**

**Enrolment History**

School Year	Term	Grade	Repeat	Withdrawn
2000-2001	Christmas	Grade 3		
2001-2002	Christmas	Grade 4		
2001-2002	Easter	Grade 4		
2001-2002	Summer	Grade 4		

**Form Fields:**

School Year First Enrolled: 1998 Grade First Enrolled: Grade 1  
 Birth Certificate Number: Admission Number: 8145  
 Birthdate: 11/30/1991 Sex: Female  
 Last Name: Adamson  
 First Names: Annakay  
 Address: 47 Hazard Drive  
 Parish: Clarendon  
 Father Information:  
 Mother Information:  
 Telephone Information: Telephone Number: Home/Work/Mobile:  
 Miscellaneous Information: Hazard Drive Basic School

**Buttons:** Add a New Student, Edit Enrolment Record, Enrol Student

**Footer:** Tuesday, February 10, 2004 Student Assessment Scores Return to Main Menu

**Figure 5.2**

The *Student Enrolment Records* form will open in *Viewing Mode* showing the first record in the list sorted alphabetically.

### Add a New Student

1. Click on the *Add a New Student* button and a blank enrolment form appears as shown in Figure 5.3.

**JSAS Student Enrolment Records**

You can use the box at the right to locate a student based on their last name. Just type the first few letters of the last name then pull down the menu tab to see the list of students.

Or if you know the Admission Number of the student you are looking for, type it in here and press the Enter key.

**EDITING Enrolment Record of New Record**

**Enrolment History**

School Year	Term	Grade	Repeat	Withdrawn
-------------	------	-------	--------	-----------

**Form Fields:**

School Year First Enrolled: Grade First Enrolled:  
 Birth Certificate Number: Admission Number:  
 Birthdate: Sex:  
 Last Name:  
 First Names:  
 Address:  
 Parish:  
 Father Information:  
 Mother Information:  
 Telephone Information: Telephone Number: Home/Work/Mobile:  
 Miscellaneous Information:

**Buttons:** Add a New Student, Edit Enrolment Record, Enrol Student

**Footer:** Tuesday, February 10, 2004 Student Assessment Scores Return to Main Menu

**Figure 5.3**

2. Click in the text boxes and down arrow list boxes and type or select the appropriate information.

**The following fields require an entry: Last Name, Sex, School Year, Term, and Grade. It is important to fill in as many fields as possible, but if the required fields are not entered, the enrolment will not occur.**

**Figure 5.4**

3. Once the data is entered, click on the *Enrol Student* button. This will save the data and the record displays under the *Enrolment History*.

### Editing a Student

1. Click on the down arrow list box and select a student. The information displays in the form in Viewing Mode (Figure 5.5).

**JSAS Student Enrolment Records**

You can use the box at the right to locate a student based on their last name. Just type the first few letters of the last name then pull down the menu tab to see the list of students.

School Year First Enrolled: 1998 Grade First Enrolled:   
 Birth Certificate Number:  Admission Number:   
 Birthdate: 11/30/1991 Sex:   
 Last Name: Anderson First Names: Annakay  
 Address: 47 Hazard Drive  
 Parish: Clarendon  
 Father Information:   
 Mother Information:   
 Telephone Information: Telephone Number:  Home/Vic:   
 Miscellaneous Information: Hazard Drive Basic School

Last Name	First Names	Birthdate	Admission No.
Anderson	Annakay	30-Nov-91	8145
Altman	Javonia	23-Apr-90	8257
Alexander	Onell A.	15-Feb-92	8102
Allen	Athalee	22-Oct-92	8174
Allen	Fitzzy	24-May-90	9670
Allen	Ramario	31-Aug-94	9669
Allen	Sadney	10-Sep-89	9607
Allison	Tashan	04-Aug-91	6033
Anderson	Angelique	10-Oct-90	9342
Anderson	Anna Kay	21-Nov-91	
Anderson	Ariel	29-Aug-92	9986
Anderson	Fikacy	15-Jun-90	9711
Anderson	Georgian	08-Sep-91	6081
Anderson	Jewell	01-Oct-92	8175
Anderson	Kelar A.	29-Nov-93	9474
Anderson	Loi	12-Aug-90	9793
Anderson	Nekesha	23-Sep-93	9503
Anderson	Neuron	17-Feb-94	9907
Anderson	Omar R.	20-Sep-91	7075
Anderson	Ricardo	03-Aug-90	8189
Anderson	Romaine T.	23-Oct-94	9542
Anderson	Shantol	01-Jan-93	9343
Anderson	Shantol	11-May-95	9896
Anderson	Shervon	29-Jan-93	9444
Anderson	Sophia	26-Aug-95	
Anderson	Tanya	11-Apr-90	8931
Anderson	Terrence	20-Aug-92	8156
Anderson	Tetilo	29-Dec-88	
Anderson	Theodore	07-Nov-93	9001
Anderson	Vanessa	31-Jan-95	9805

School Year:  Term:  Grade:

Tuesday, February 10, 2004

Figure 5.5

- Click on the *Edit Enrolment Record* button and click in the text boxes and down arrow list boxes and type or select the appropriate information (Figure 5.6).

**JSAS Student Enrolment Records**

You can use the box at the right to locate a student based on their last name. Just type the first few letters of the last name then pull down the menu tab to see the list of students.

School Year First Enrolled: 1998 Grade First Enrolled: Grade 1  
 Birth Certificate Number:  Admission Number: 8145  
 Birthdate: 11/30/1991 Sex: Female  
 Last Name: Anderson First Names: Annakay  
 Address: 47 Hazard Drive  
 Parish: Clarendon  
 Father Information:   
 Mother Information:   
 Telephone Information: Telephone Number:  Home/Vic/Mobile:   
 Miscellaneous Information: Hazard Drive Basic School

School Year:  Term:  Grade:

Tuesday, February 10, 2004

**VIEWING Enrolment Record of Annakay Adamson**

School Year	Term	Grade	Repeat	Withdrawn
2000-2001	Christmas	Grade 3	<input type="checkbox"/>	<input type="checkbox"/>
2001-2002	Christmas	Grade 4	<input type="checkbox"/>	<input type="checkbox"/>
2001-2002	Easter	Grade 4	<input type="checkbox"/>	<input type="checkbox"/>
2001-2002	Summer	Grade 4	<input type="checkbox"/>	<input type="checkbox"/>

Figure 5.6

3. The information is updated after changes are made to the fields and the *Add a New Student* button is clicked. The *Enrol Student* button will highlight if a new school year, term and grade are entered. Click on the *Enrol Student* button and the new information displays in *Enrolment History*.

### Accessing a Record Using the Student's Admission Number

To access a student's record using the student's admission number, click into the text box directly below the student list box, type in the admission number and press the enter key (Figure 5.7). The student's information displays in the Student Enrolment Record Form.

The screenshot shows the JSAS Student Enrolment Records interface. At the top, there are search fields for Last Name, First Names, Birthdate, and Admission No. The Admission No. field contains the value 8102, which is highlighted by a red circle and a red arrow pointing to a red box labeled "Admission Number". Below the search fields are buttons for "Add a New Student" and "Edit Enrolment Record". The main section is titled "VIEWING Enrolment Record of Oneil A. Alexander". On the left, there are various input fields for student information, including School Year First Enrolled (1999), Grade First Enrolled (Grade 1), Birth Certificate Number, Admission Number (8102), Birthdate (2/15/1992), Sex (Male), Last Name (Alexander), First Names (Oneil A.), Address (Canaan Heights), Parish (Clarendon), Father Information, Mother Information (Telma Davis), and Telephone Information. At the bottom left, there is an "Enrol Student" button and fields for School Year, Term, and Grade. On the right, there is a table titled "Enrolment History" which is highlighted by a red circle and a red arrow pointing to a red box labeled "Enrolment History". The table has columns for School Year, Term, Grade, Repeat, and Withdrawn. The data in the table is as follows:

School Year	Term	Grade	Repeat	Withdrawn
2000-2001	Christmas	Grade 3	<input type="checkbox"/>	<input type="checkbox"/>
2000-2001	Easter	Grade 3	<input type="checkbox"/>	<input type="checkbox"/>
2001-2002	Christmas	Grade 4	<input type="checkbox"/>	<input type="checkbox"/>
2001-2002	Easter	Grade 4	<input type="checkbox"/>	<input type="checkbox"/>
2001-2002	Summer	Grade 4	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the form, there is a date field showing "Tuesday, February 10, 2004" and two buttons: "Student Assessment Scores" and "Return to Main Menu".

**Figure 5.7**

### Enrolment History

The *Enrolment History* shows the student's history at the school and if grades were repeated or withdrawn, within each term. (Figure 5.7)

### Repeat check box

1. A student is promoted into the next grade after the summer term. Students not promoted are checked as *Repeat*. This ensures the student will not be promoted to the next grade for the new school year.
2. In order to re-enrol this student to the same grade of the new school year, click in the *School Year, Term, Grade* list box and click on the new school year, term and grade respectively.
3. Click the *Enrol Student* command button to register the student in the class for the new year and term.

Then follow steps in Chapter 6 under *Registering Students in Classes* in assigning this student to a class.

### Withdrawn Checkbox

This button withdraws a student for a term. Refer to the *Withdrawing a Student for a Term* in Chapter 6 on page 93, for information on this checkbox.

### Student Assessment Scores

Once a student's record has been retrieved, the following scores can be viewed or entered: *Grade 1 Readiness Inventory*, *Grade 3 Diagnostic Tests* and *Grade 4 Literacy Test* and *Grade Six Achievement Test*.

### Grade 1 Readiness Inventory

Adamson, Annakay(8145)

Grade 1 Readiness Inventory | Grade 3 Diagnostic Tests | Grade 4 Literacy Test

**Readiness Inventory Test Scores**

Tested in School Year: 2001-2002

	TOTAL ITEMS	RAW SCORE	%
I. Visual Motor Coordination	5	5	100%
II. Visual Perception	10	10	100%
III. Auditory Perception	15	10	67%
IV. Number Knowledge and Letter Knowledge	10	9	90%
<b>TOTALS</b>	<b>40</b>	<b>34</b>	<b>85%</b>

Non-Mastery | Almost Mastery | Mastery

Exit Form

Figure 5.8

The *Grade 1 Readiness Inventory* assesses students in four areas: *Visual Motor Coordination, Visual Perception, Auditory Perception and Number Knowledge and Letter Knowledge*. (Figure 5.8)

The form opens with the student's name in the title bar, the four areas tested and the totals for each section. Select the year to enter or edit the raw score the student obtained, and the programme computes and ranks the students based on cut points set in Chapter 3 under *Assessment Tests Setup*, page 61.

1. Select the year by clicking the down arrow list box labelled *Tested in School Year* and click the appropriate year.
2. In the raw score text box, type score that the student receive for each section and the programme calculates the percentage.
3. The grade each student receives is ranked *Mastery, Near Mastery* and *Non Mastery* as shown in the key.
4. When the scores are entered, the raw score text box colour will change to reflect the child's ranking: blue for *Mastery*, green for *Near Mastery* and red for *Non-Mastery*. (Figure 5.8)
5. Click on the *Exit Form* button to close the form.

### Grade 3 Diagnostic Tests

Adamson, Annakay(8145)

Grade 1 Readiness Inventory    **Grade 3 Diagnostic Tests**    Grade 4 Literacy Test

**Language Arts Test Scores**

Tested in School Year: 2001-2002

	TOTAL ITEMS	RAW SCORE	%
I. Phonics	10		
II. Structure/Mechanics	20		
III. Vocabulary	8		
IV. Study Skills	10		
V. Reading and Listening Comprehension	12		
<b>TOTALS</b>	<b>60</b>	<b>0</b>	<b>0%</b>
VI. Communication Task			

**Mathematics Test Scores**

Tested in School Year: 2000-2001

	TOTAL ITEMS	RAW SCORE	%
I. Number	30		
II. Estimation and Measurement	10		
III. Geometry	9		
IV. Algebra	8		
V. Statistics	3		
<b>TOTALS</b>	<b>60</b>	<b>0</b>	<b>0%</b>

Non Mastery
Almost Mastery
Mastery

Exit Form

**Figure 5.9**

The *Grade 3 Diagnostic Tests* assesses students in the two subject areas: *Language Arts* and *Mathematics* with different sections under each subject area.

The same steps apply in entering the scores as discussed in *Grade 1 Readiness Inventory*.

### Grade 4 Literacy Test

	TOTAL ITEMS	RAW SCORE	%
I. Word Recognition	40	40	100%
II. Reading Comprehension	30	28	93%
III. Communication Task	8	7	88%
TOTALS	78	75	

**Figure 5.10**

The *Grade 4 Literacy Test* assesses the students in the three areas: *Word Recognition*, *Reading Comprehension* and *Communication task*. This test gives the student an overall rank.

The ranking will appear as shown in the key, in the left corner, and is the ranking for the total of the categories. The actual raw scores will appear red if they are in the *At Risk* level.

The same steps apply in entering the scores as discussed in *Grade 1 Readiness Inventory*.

## Grade Six Achievement Test

The Grade Six Achievement Test Scores can be stored in this section (refer to Figure 5.11) of the Assessment Tests for referral purposes. No reports can be generated from this section.

	SCORE
I. Mathematics	99
II. Science	98
III. Social Studies	91
IV. Language Arts	89
V. Communication Tasks	5

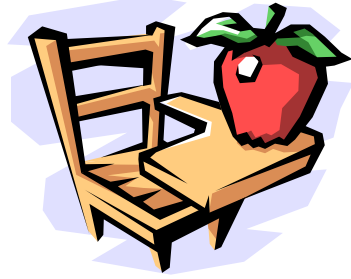
**Figure 5.11**

The Grade Six Achievement Test (GSAT) scores are used countrywide to place students in high school. After the test is administered, the scores are sent to the schools. The teacher will then enter the scores into this form for recording purposes.

### The Return to Main Menu Button

The *Return to Main Menu* button is used to go back to the *Main Menu*.

# chapter 6



## CREATE CLASSES AND MANAGE REGISTRATION

This chapter explains how to assign registered students into separate classes and assign a class teacher to those classes. Students can also be withdrawn from one class and re-register to another class during the school year

### CONTENTS

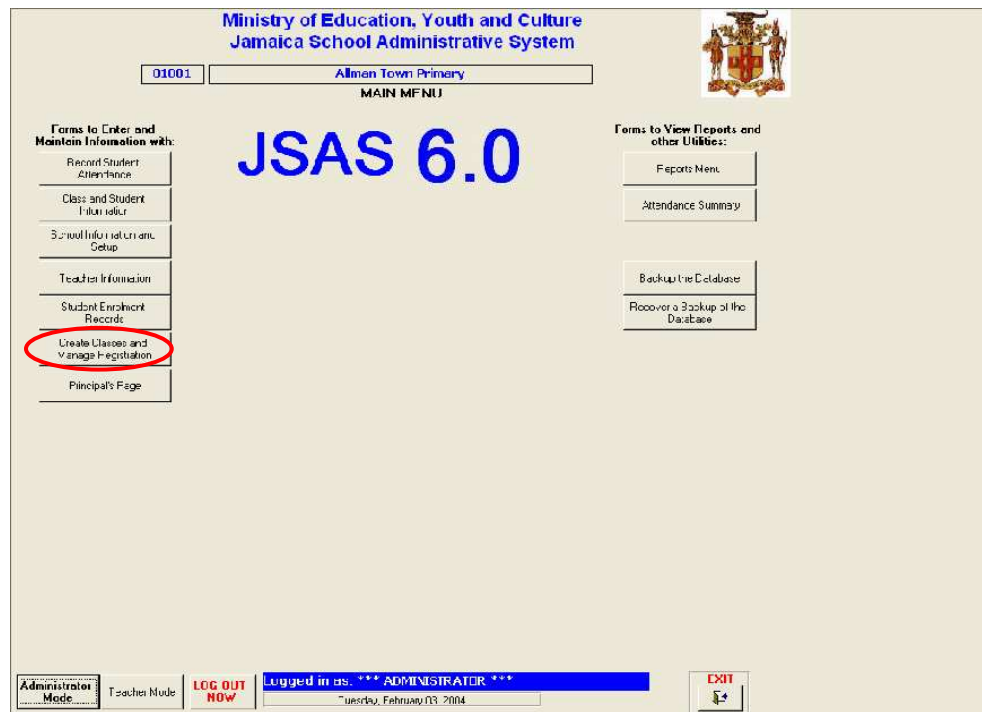
#### Create Classes and Manage Registration

- Creating Classes
- Registering Students in Classes
- Re-enrol, Un-withdraw, Re-register Students Enrolled in Grade

## Create Classes and Manage Registration

Once the students are entered into the database the classes are created and a teacher is assigned. Students can also be withdrawn from one class and re-register to another class during the school year using this menu option.

The *Create Classes and Manage Registration* Form is accessed from the *Administrator Mode* on the *Main Menu* by clicking on the create *Classes and Manage Registration* button. (Figure 6.1)



**Figure 6.1**

The *Create Classes and Manage Registration* screen displays as shown in (Figure 6.2).

The main components of this screen are:

*Menu Tabs –Create and View Classes, Register Students in Classes, Students Enrolled in Grade, Re-enrol Next Term or Year.*

**JSAS** **Create Classes and Manage Registration**

School Year: 2000-2001 Term: Christmas Grade: [ ]

Create and View Classes | Register Students in Classes | Students Enrolled in Grade | Re-enrol Next Term or Year

Subject	Section	Second Shift?	Teacher Assigned	Attendance Reported?	Grade Attendance

Subject: [ ] [Add This Class](#)

**Note:**

To create a class for this School Year and Term, first select the Subject using the pull-down menu at the bottom, then click the "Add This Class" button.

If you need to create more than one class ("section") for a subject for this School Year, Term and Grade, you must select a Section name of the first Section before adding the next Section. Section names are added using the "School Information" button of the Main Menu.

You also use this form to assign a Teacher to each Class you have created. Simply select the Teacher using the pull-down menu under the heading "Teacher Assigned."

If you need to add a new Teacher, that is performed from the Main Menu using the "Teachers" button.

Wednesday, February 11, 2004

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**Figure 6.2**

## Create and View Classes

The *Create and View Classes* Tab shows classes that are assigned to grade levels and teachers assigned to the classes. The tab also allows the classes to be created.

1. The *Create Classes and Manage Registration* form defaults to the *Create and View Classes*. At the top of the form are down arrow list boxes that set the particular class based on the school year, term and grade level, circled in red in Figure 6.3.

JSAS

Create Classes and Manage Registration

School Year

2000-2001

Term

Christmas

Grade

Create and View Classes

Register Students in Classes

Students Enrolled in Grade

Re-enrol Next Term or Year

Subject	Section	Second Shift?	Teacher Assigned	Attendance Reported?	Grade Attendance

Subject:

Add This Class

Note:

To create a class for this School Year and Term, first select the Subject using the pull-down menu at the bottom, then click the "Add This Class" button.

If you need to create more than one class ("section") for a subject for this School Year, Term and Grade, you must select a Section name of the first Section before adding the next Section. Section names are added using the "School Information" button of the Main Menu.

You also use this form to assign a Teacher to each Class you have created. Simply select the Teacher using the pull-down menu under the heading "Teacher Assigned."

If you need to add a new Teacher, that is performed from the Main Menu using the "Teachers" button.

Wednesday, February 11, 2004

Return to Main Menu

**Figure 6.3**

- Click on the down arrow of the *School Year*, *Term* and *Grade Level* and the classes that have already been created will display on the form (Figure 6.4).

**JSAS**
**Create Classes and Manage Registration**


School Year  

2000-2001

Term  

Christmas

Grade  

Grade 1

Create and View Classes

Register Students in Classes

Students Enrolled in Grade

Re-enrol Next Term or Year

Subject	Section	Second Shift?	Teacher Assigned	Attendance Reported?	Grade Attendance
General Primary Education	B	<input checked="" type="checkbox"/>	Bowen, Mrs. Hyacinth	<div>▼</div>	<input checked="" type="checkbox"/>
General Primary Education	E	<input type="checkbox"/>	Edwards, Miss Juliana B	<div>▼</div>	<input checked="" type="checkbox"/>
General Primary Education	-	<input type="checkbox"/>	Not Assigned	<div>▼</div>	<input type="checkbox"/>
General Primary Education	O	<input checked="" type="checkbox"/>	Owens, Mrs. Rose M	<div>▼</div>	<input checked="" type="checkbox"/>
Special Education	1	<input type="checkbox"/>		<div>▼</div>	<input type="checkbox"/>

**Note:**

To create a class for this School Year and Term, first select the Subject using the pull-down menu at the bottom, then click the "Add This Class" button.

If you need to create more than one class ("section") for a subject for this School Year, Term and Grade, you must select a Section name of the first Section before adding the next Section. Section names are added using the "School Information" button of the Main Menu.

You also use this form to assign a Teacher to each Class you have created. Simply select the Teacher using the pull-down menu under the heading "Teacher Assigned."

If you need to add a new Teacher, that is performed from the Main Menu using the "Teachers" button.

Subject:

Add This Class

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**Figure 6.4**

3. To add a new class, click on the down arrow list box labelled *Subject*, at the bottom of the form. Choose the class subject. (Figure 6.5)

**JSAS** **Create Classes and Manage Registration**

School Year: 2000-2001 Term: Christmas Grade: Grade 7

Create and View Classes | Register Students in Classes | Students Enrolled in Grade | Re-enrol Next Term or Year

Subject	Section	Second Shift?	Teacher Assigned	Attendance Reported?	Grade Attendance
<p>Note:</p> <p>To create a class for this School Year and Term, first select the Subject using the pull-down menu at the bottom, then click the "Add This Class" button.</p> <p>If you need to create more than one class ("section") for a subject for this School Year, Term and Grade, you must select a Section name of the first Section before adding the next Section. Section names are added using the "School Information" button of the Main Menu.</p> <p>You also use this form to assign a Teacher to each Class you have created. Simply select the Teacher using the pull-down menu under the heading "Teacher Assigned."</p> <p>If you need to add a new Teacher, that is performed from the Main Menu using the "Teachers" button.</p>					

Subject: **General Primary Education** **English Language** Add This Class

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**Figure 6.5**

4. The class displays on the form. Click the down arrow list box labelled *Teacher Assigned* and choose the teacher assigned to the class.
5. Repeat this process until all classes are assigned.

### **Register Students in Classes**

Once the classes have been created, students can be registered into the classes.

1. Click on the *Register Students in Classes* Tab (Figure 6.6).
2. Set the *School Year*, *Term*, and *Grade* by clicking the down arrow next to the list boxes.

**JSAS** **Create Classes and Manage Registration**

School Year: 2000-2001 Term: Easter Grade: Grade 1

Create and View Classes | Register Students in Classes | Students Enrolled in Grade | Re-enrol Next Term or Year

Subject	Section	Teacher
General Primary Education	B	Bowen, Mrs. Myacynth
General Primary Education	E	Edwards, Miss Juliana E
General Primary Education	O	Owens, Mrs. Rose H

Note:

Students enrolled in the Grade selected the School Year and Term specified above can be assigned to classes.

Do this by first selecting the Class, then use the pull-down menu at the bottom to select students who are not already enrolled in the same Subject this School Year and Term. Press the "Add This Student" button.

You may also Withdraw or Re-register students by checking or un-checking the "Withdraw from Class" checkbox next to their name.

Student:  Add This Student

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**Figure 6.6**

3. Click the down arrow list box labelled *Subject Section Teacher* circled in red in Figure 6.6. This displays a list of the classes for the selected school year, term and grade.
4. Select the teacher to set the class for registration.
5. Click on the down arrow list box labelled *Student* and select the students to register them into the class. The students are selected one at a time.
6. Click on the *Add This Student* button to register the selected student to the class. (Figure 6.7)

**JSAS** **Create Classes and Manage Registration**

School Year: 2000-2001 Term: Christmas Grade: Grade 1

Create and View Classes | Register Students in Classes | Students Enrolled in Grade | Re-enrol Next Term or Year

Subject: General Primary Education Section: B Teacher: Bowen, Mrs. Hyacinth

Sex	Student Name	Currently Enrolled (excludes withdrawals) ->	Male: 18	Female: 22	Total: 40
Male	Anderson, Romaine T. (9542)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Arancevia, Ricardo (9631)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Baker, Raheem (9590)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Bent, Tevin Neko (9566)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Brown, Anthony (9544)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Cole, Demar (9657)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Coley, Alex Orlando (9546)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Dyer, Winston (9640)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Ellis, Andrew T. (9549)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Jones, Kevoy A. (9567)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Lawes, Daniel (9646)	<input type="checkbox"/>	-- Withdraw from Class		
Male	McPherson, Olivia (9629)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Pitter, Ricardo (9621)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Purcell, Duquarth (9579)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Rose, Otis (9333)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Smith, Cean (9664)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Smith, Kevin (9737) ** WITHDRAWN **	<input checked="" type="checkbox"/>	-- Withdraw from Class		
Male	Washington, Ranford (9668)	<input type="checkbox"/>	-- Withdraw from Class		
Male	Williams, Paul (9634)	<input type="checkbox"/>	-- Withdraw from Class		
Female	Bethune, Rosheal R. (9613)	<input type="checkbox"/>	-- Withdraw from Class		
Female	Brown, Shanique (9760)	<input type="checkbox"/>	-- Withdraw from Class		

Student: Voient, Clare **Add This Student**

Note: Students enrolled in the Grade selected the School Year and Term specified above can be assigned to classes.  
Do this by first selecting the Class, then use the pull-down menu at the bottom to select students who are not already enrolled in the same Subject this School Year and Term. Press the "Add This Student" button.  
You may also Withdraw or Re-register students by checking or un-checking the "Withdraw from Class" checkbox next to their name.

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**Figure 6.7**

- After clicking the *Add This Student* button a pop-up calendar form will appear (Figure 6.8). The title for the calendar shows the name of registering student along with the student's admission number.
- The dates on the calendar in the blue streak are dates outside of the selected term, which was setup in Chapter 3, *School Year Setup*, page 48. The dates in blue are out of the school year date range.
- Click on the *Day*, *Week*, and *Month* arrows to navigate the calendar. Once the correct month and day appear in the form, click on the *Use the Date Selected* button. (Figure 6.8)

**JSAS Create Classes and Manage Registration**

School Year: 2000-2001 Term: Christmas Grade: Grade 1

Create and View Classes Register Students in Classes Students Enrolled in Grade Re-enrol Next Term or Year

Subject: General Primary Education Section: B Teacher: Brown, Mrs. Myacinth

Note: Students enrolled in the School specified assigned to

Registering Voient, Clare

September 2000

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Day: Week: Month: Use the Date Selected

Student: Voient, Clare Add This Student

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Figure 6.8

The student is registered into the class as shown in Figure 6.9.

**JSAS Create Classes and Manage Registration**

School Year: 2000-2001 Term: Christmas Grade: Grade 1

Create and View Classes Register Students in Classes Students Enrolled in Grade Re-enrol Next Term or Year

Subject: General Primary Education Section: B Teacher: Brown, Mrs. Myacinth

Note: Students enrolled in the Grade selected the School Year and Term specified above can be assigned to classes.

Do this by first selecting the Class, then use the pull-down menu at the bottom to select students who are not already enrolled in the same Subject the School Year and Term. Press the "Add This Student" button.

You may also Withdraw or Re-register students by checking or unchecking the "Withdraw from Class" checkbox next to their name.

Sex	Student Name	Currently Enrolled (excludes withdrawns) ->	Male	Female	Total
Female	Burell, Nicole (9569)	<input type="checkbox"/>	10	23	41
Female	Currier, Siebreana N. (9530)	<input type="checkbox"/>			
Female	Hamilton, Samantha (9726)	<input type="checkbox"/>			
Female	Hawley, Neaketa (9635)	<input type="checkbox"/>			
Female	Henry, Anna-Rica (9667)	<input type="checkbox"/>			
Female	Jones, Shavon (9559)	<input type="checkbox"/>			
Female	Jardo, Samantha (9407)	<input type="checkbox"/>			
Female	Kellenbeck, Karen (9719)	<input type="checkbox"/>			
Female	Levinson, Romaine (9575)	<input type="checkbox"/>			
Female	Marshall, Stennis (9636)	<input type="checkbox"/>			
Female	Mohren, Shannel (9655)	<input type="checkbox"/>			
Female	Mitchell, Kadeiah C. (9559)	<input type="checkbox"/>			
Female	Mui, Sheril (9663)	<input type="checkbox"/>			
Female	Murdoch, Peta - Gave (9653)	<input type="checkbox"/>			
Female	Owens, Anna - Kay (9602)	<input type="checkbox"/>			
Female	Price, Sherie (9536)	<input type="checkbox"/>			
Female	Reid, Kamela (9594)	<input type="checkbox"/>			
Female	Thompson, Shantel A. (9642)	<input type="checkbox"/>			
Female	Voient, Clare	<input checked="" type="checkbox"/>			
Female	Williams, Montique (9666)	<input type="checkbox"/>			
Female	Williams, Paulette (9635)	<input type="checkbox"/>			

Student: Voient, Clare Add This Student

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Figure 6.9

- Total enrolment for the class shown in Figure 6.9: 18 males; 23 females and total 41. This does not include the withdrawn students displayed.
  - Student list is colour coded, blue for males and pink for females, and is sorted first by sex then alphabetically.
10. To withdraw a student from the class, because of accidental enrolment or poor attendance, or even if a student wishes to stop taking one subject and start another, click in the *Withdraw from Class* checkbox beside the student's name.

## Withdrawing a Student

1. Click the *Withdraw from Class* checkbox and the calendar shown in Figure 6.10. The title for the calendar shows the name of the withdrawing student.

The screenshot displays the JSAS 'Create Classes and Manage Registration' interface. At the top, there are dropdowns for 'School Year' (2000-2001), 'Term' (Christmas), and 'Grade' (Grade 1). Below these are tabs for 'Create and View Classes', 'Register Students in Classes', 'Students Enrolled in Grade', and 'Re-enrol Next Term or Year'. The 'Students Enrolled in Grade' tab is active, showing a list of students. A modal calendar window is open, titled 'Withdrawing Voient, Clare \*\* WITHDRAWN \*\*', showing the month of September 2000. The calendar has a grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. The date 1 is highlighted in blue. To the right of the calendar are navigation buttons for Day, Week, and Month. Below the calendar is a 'Use the Date Selected' button. The main window also includes a 'Student:' dropdown and an 'Add This Student' button. The status bar at the bottom shows 'Thursday, February 12, 2004' and a 'Return to Main Menu' button.

**Figure 6.10**

2. This calendar operates same as described above on page 90.
3. After withdrawing, the student becomes available in the students' listing to be added to another class and teacher. The date the student can be registered is from the withdrawal date onward and can only be re-registered from that date forward.

### **Replacing a Student**

To replace a student from this class, click in the *Withdraw From Class* box and select the same date used to withdraw the student and the student will be re-registered in the same class.

### **Re-registering a Student**

1. To re-register a student to another class, select the teacher and student that are registering, located on the student list.
2. Click the *Add the Student* button and the calendar pop-up form appears to re-register the student. Enter the date of re-registration.
3. Click the *Use the Date Selected* button to register the student on the appropriate date.

### **Students Enrolled in Grade**

The *Students Enrolled in Grade* Tab displays all students enrolled in the selected grade for the particular term and school year.

- Students are sorted first by sex and then alphabetically, including withdrawn students.
- The columns are colour coded, blue for males and pink for females.
- The student's birth date and age are shown.

### **Withdrawing a Student for a Term**

A term withdrawal is accomplished by clicking the *Term Withdraw* checkbox, located on the *Student Enrolled in Grade* Form, of the student listed for the particular term. The calendar box appears and the withdrawal date is chosen. Click on the *Use the Date Selected* to complete the process.

The student is available for registering the following term in the student listing. To replace a student for the term, click in the *Term Withdraw* checkbox beside the student's name and select the same date used to withdraw the student and the student will be re-registered for the term.

## Re-enrol for New Term or Year

Re-enrolling existing students to a new school year or term is accomplished in *Re-enrol Next Term or Year* Tab. (Figure 6.11)

**JSAS** **Create Classes and Manage Registration**

School Year: 2000-2001 Term: Christmas Grade: [Grade 1, Grade 2, Grade 3, Grade 4, Grade 5, Grade 6, Grade 7]

Create and View Classes | Register Students in Classes | Students | Re-enrol Next Term or Year

The next Year and Term in which you can enrol is shown below.  
If you wish to re-enrol all currently enrolled (excluding students withdrawn from the Class or marked to repeat), press the "Re-enrol Next Term" button.

Next Term Available: \*\* NOT AVAILABLE - Next Year/Term/Grade does not exist \*\* [Re-enrol Next Term]

You may also select a Class from the School Year, Term and Grade indicated at the top of this screen and have all of the students currently registered in it (excluding students withdrawn from the Class or marked to repeat) registered in a given Class in the next Term. If not already enrolled, this will be taken care of at the same time the student is registered for the Class.

After choosing both Classes press the "Register Students in Class Next Term" button to the right of the box.

Class This Term: [Subject] [Section] [Teacher] [Re-enrol Next Term]

Class Next Term: [Subject] [Section] [Teacher] [Re-enrol Next Term]

If you didn't see the Class you were looking for in the next Term, remember that you first have to create Classes for each School Year, Term and Grade using the "Create and View Classes" tab on this screen.

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**Figure 6.11**

1. Create a class for the next term as described on page 84.
2. Re-enrol an entire grade to different classes of the next grade, for example all the students in Mrs. Henry's Grade 1 will be sent to two different Grade 2; Miss Clarke and Miss Bennett
  - a. Select the term the students are moving from as shown in Figure 6.12, circled in red. The text box labelled *Next Term Available* will show the next term for enrolment.

**JSAS** **Create Classes and Manage Registration**

School Year: 2000-2001 Term: Christmas Grade: 1

Create and View Classes | Register Students in Classes | Students Enrolled in Grade | **Re-enrol Next Term or Year**

The next Year and Term in which you can enrol students in this grade is shown below.  
 If you wish to re-enrol all currently enrolled (excluding students currently withdrawn from the Term or marked to repeat), press the "Re-enrol Next Term" button to the right of the box.

Next Term Available: 2000-2001 Easter Grade 1 **Re-enrol Next Term**

You may also select a Class from the School Year, Term and Grade indicated at the top of this screen and have all of the students currently registered in it (excluding students withdrawn from the Class or marked to repeat) registered in a given Class in the next Term. If not already enrolled, this will be taken care of at the same time the student is registered for the Class.

After choosing both Classes press the "Register Students in Class Next Term" button to the right of the box.

Class This Term: Subject Section Teacher  
 Class Next Term: **Register Students in Class Next Term**

If you didn't see the Class you were looking for in the next Term, remember that you first have to create Classes for each School Year, Term and Grade using the "Create and View Classes" tab on this screen.

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**Figure 6.12**

- b. Click the *Re-enrol Next Term* button and all the students are enrolled, except those marked as repeat or withdrawn from the term. When successful, a dialog box appears listing the number of students re-enrolled. (Figure 6.13)

**JSAS** **Create Classes and Manage Registration**

School Year: 2001-2002 Term: Summer Grade: 1

Create and View Classes | Register Students in Classes | Students Enrolled in Grade | **Re-enrol Next Term or Year**

The next Year and Term in which you can enrol students in this grade is shown below.  
 If you wish to re-enrol all currently enrolled (excluding students currently withdrawn from the Term or marked to repeat), press the "Re-enrol Next Term" button to the right of the box.

Next Term Available: 2002-2003 Christmas Grade 2 **Re-enrol Next Term**

You may also select a Class from the School Year, Term and Grade indicated at the top of this screen and have all of the students currently registered in it (excluding students withdrawn from the Class or marked to repeat) registered in a given Class in the next Term. If not already enrolled, this will be taken care of at the same time the student is registered for the Class.

After choosing both Classes press the "Register Students in Class Next Term" button to the right of the box.

Class This Term: Subject Section Teacher  
 Class Next Term: **Register Students in Class Next Term**

If you didn't see the Class you were looking for in the next Term, remember that you first have to create Classes for each School Year, Term and Grade using the "Create and View Classes" tab on this screen.

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151 eligible students were re-enrolled in the following term.

**OK**

**Figure 6.13**

*N.B. the students are not placed into classes using this method. Use the procedures outlined in the Registering Students in Classes on page 88 to register the students to different classes.*

1. Re-enrol an entire class to another class, click on the down arrow next to the text box labelled *Class This Term*. (Figure 6.14)

**JSAS** **Create Classes and Manage Registration**

School Year: 2002-2003 Term: Christmas Grade: Grade 2

Create and View Classes | Register Students in Classes | Students Enrolled in Grade | Re-enrol Next Term or Year

The next Year and Term in which you can enrol students in this grade is shown below.  
If you wish to re-enrol all currently enrolled (excluding students currently withdrawn from the Term or marked to repeat), press the "Re-enrol Next Term" button to the right of the box.

Next Term Available: 2002-2003 Easter Grade 2

You may also select a Class from the School Year, Term and Grade indicated at the top of this screen and have all of the students currently registered in it (excluding students withdrawn from the Class or marked to repeat) registered in a given Class in the next Term. If not already enrolled, this will be taken care of at the same time the student is registered for the Class.

After choosing both Classes press the "Register Students in Class Next Term" button to the right of the box.

Class This Term: General Primary Education - Edwards, Miss Nadine

Class Next Term: General Primary Education - Edwards, Miss Nadine A.

Select this tab to Re-enrol/Re-register Students in the next Term

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**Figure 6.14**

2. Choose the teacher of the class to be re-enrolled.
3. Click on the down arrow next to the text box labelled *Class Next Term*.
4. Choose the teacher of the class accepting the new students.
5. Click on the *Register Students in Class Next Term* button to enrol the students to that class (see Figure 6.15, circled in red)

**JSAS** **Create Classes and Manage Registration**

School Year: 2002-2003 Term: Christmas Grade: Grade 2

Create and View Classes | Register Students in Classes | Students Enrolled in Grade | Re-enrol Next Term or Year

The next Year and Term in which you can enrol students in this grade is shown below.  
If you wish to re-enrol all currently enrolled (excludes students currently withdrawn from the Term or marked to repeat), press the "Re-enrol Next Term" button to the right of the box.

Next Term Available: 2002-2003 Easter Grade 2

You may also select a Class from the School Year, Term and Grade indicated at the top of this screen and have all of the students currently registered in it (excluding students withdrawn from the Class or marked to repeat) registered in a given Class in the next Term). If not already enrolled, this will be taken care of at the same time the student is registered for the Class.

After choosing both Classes press the "Register Students in Class Next Term" button to the right of the box.

Class This Term:	Subject	Section	Teacher
General Primary Education	-	Edwards, Miss Nadine	
Class Next Term:	General Primary Education	-	Edwards, Miss Nadine

If you didn't see the Class you were looking for in the next Term, remember that you first have to create Classes for each School Year, Term and Grade using the "Create and View Classes" tab on this screen.

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46 eligible students were registered in the class next term.

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**Figure 6.15**

6. All students from the class will be enrolled in the new class.
7. When the enrolment is successful, a dialog box appears, listing the number of students re-enrolled. (Figure 6.15)

### Principal's Page

The *Principle's Page* button is described in the **JSAS Administrative Handbook**.